



SAN FRANCISCO
CIVIL SERVICE COMMISSION

MEMORANDA re:

ADMINISTRATIVE PROVISIONS OF THE
SALARY STANDARDIZATION ORDINANCE

January 28, 1977

January 3, 1978

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1/28/77

To : Civil Service Commission

Through: Bernard Orsi, General Manager, Personnel

From : Nori Noguchi, Assistant Division Manager, Personnel

SUBJECT: ADMINISTRATIVE PROVISIONS OF THE SALARY STANDARDIZATION ORDINANCE (8.400 AND 8.401) 1977-78.

RECOMMENDATION: ADOPT REPORT AND FORWARD TO BOARD OF SUPERVISORS.

SECTION I. SCHEDULES OF COMPENSATION.

Request: From Civil Service staff to divide existing provision into two paragraphs so that the provision reads better.

Provision reads as follows:

B. Maintenance and Charges.

Charges and deductions for any and all maintenance, such as housing, meals, laundry, etc., furnished to and accepted by employees shall be indicated and made on time rolls and payrolls in accordance with a schedule of charges for such maintenance fixed and determined in the Annual Salary Ordinance.

Employees assigned to work in the covered channels or on machinery located below the water line in the sedimentation or grit tanks of a sewage treatment plant shall be furnished with protective clothing, uniforms or work clothes and laundry connected with this employment without charge.

Provision amended to read as follows:

B. Maintenance and Charges.

Charges and deductions for any and all maintenance, such as housing, meals, laundry, etc., furnished to and accepted by employees shall be indicated and made on time rolls and payrolls in accordance with a schedule of charges for such maintenance fixed and determined in the Annual Salary Ordinance.

C. PROTECTIVE CLOTHING.

Employees assigned to work in the covered channels or on machinery located below the water line in the sedimentation or grit tanks of a sewage treatment plant shall be furnished with protective clothing, uniforms or work clothes and laundry connected with this employment without charge.



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SECTION I. SCHEDULES OF COMPENSATION (cont'd)

Request: Mr. Carl Fumante, Personnel Officer, Laguna Honda Hospital, to amend the above paragraph (C) Protective Clothing, to provide protective clothing for Porters and laundry workers when handling soiled linen.

Staff analysis of this request discloses that it is a prevailing practice and therefore satisfies Charter Section 8.407. For this reason it is recommended that this request be certified as a prevailing practice and forwarded to the Board of Supervisors for negotiation.

Request: The S.E.I.U. Joint Council has requested uniform allowances for workers in Unit 9 and Ambulance Drivers and Stewards. The classifications included in this request are as follows:

8204 Institutional Policeman
8207 Building and Grounds Patrolman
8208 Park Patrolman
8214 Parking Controlman
8215 Traffic Control Officer
8217 Station Officer
8222 Armored Truck Guard
8226 Museum Guard
8228 Senior Museum Guard
8238 Police Communications Dispatcher
8274 Police Cadet
8301 Sheriff Property Keeper
8303 Sheriff Civil Process Assistant
8316 Assistant Counselor
9210 Airport Policeman
9212 Airfield Safety Officer
9901 Policeman Specialist - Youth Program
2526 Ambulance Driver
2528 Medical Steward

Staff has determined that most of the agencies surveyed in the Annual Salary Survey do provide uniforms and uniform maintenance allowances. However, the specific classifications in other agencies that are required to wear uniforms vary from agency to agency. For this reason, it is recommended that this request be certified as a prevailing practice and forwarded to the Board of Supervisors for negotiations.

SECTION II. WORK SCHEDULES.

Request: From Civil Service staff to delete from the current provisions paragraph J; L; M; N and Q shown below which define less than 40 hour a week schedules for certain classifications:

(J) The normal work week for the following classifications are as indicated. The schedules of compensations contained in this ordinance will be adjusted on a pro-rata basis to reflect the hours of employment for such classes:

SECTION II. WORK SCHEDULES. (cont'd)

The bi-weekly schedules of compensation contained in this ordinance will be adjusted to an hourly amount by dividing said schedule by 80 to the nearest whole cent and then multiplying by the number of hours of employment of the particular classification in a bi-weekly period to the nearest whole cent to determine the bi-weekly rate of pay.

35 hours:

7213 Plumber Foreman
7229 Transmission Lineman Foreman
7230 Fire Department Water System Foreman
7235 Transit Lineman Foreman
7238 Electrician Foreman
7239 Plumber General Foreman
7240 Water Meter Shop Foreman
7248 Steamfitter General Foreman
7250 Utility Foreman
7255 Powerhouse Electrician Foreman
7257 Communication Lineman Foreman
7273 Communication Lineman General Foreman
7274 Transit Lineman General Foreman
7275 Cable Splicer Foreman
7276 Electrician General Foreman
7284 Utility General Foreman
7285 Transmission Lineman General Foreman
7307 Bricklayer
7308 Cable Splicer
7318 Electrical Maintenance Technician
7323 Fire Department Water System Sub-Foreman
7338 Lineman
7345 Electrician
7347 Plumber
7348 Steamfitter
7349 Steamfitter Sub-Foreman
7353 Water Meter Repairman
7360 Pipe Welder
7363 Powerhouse Electrician
7386 Utility Plumber Sub-Foreman
7388 Utility Plumber
7428 Hodcarrier
7432 Lineman Helper
7462 Utility Plumber Helper
7463 Utility Plumber Apprentice

36 hours:

7226 Carpenter Foreman
7236 Locksmith Foreman
7272 General Foreman Carpenter
7342 Locksmith
7344 Carpenter
7361 Plasterer
9330 Pileman
9332 Piledriver Foreman

SECTION II. WORK SCHEDULES (cont'd)

- (L) Hours of work for 9343 Roofer, 9344 Roofer Foreman for the period March 1 - August 31, thirty-six (36) hours per week. The work week is forty (40) hours from September 1 through February.
- (M) Hours of work for 7376 Sheet Metal Worker, 7247 Sheet Metal Worker General Foreman and 9345 Sheet Metal Foreman, Port, for the period April 1 - September 30, forty (40) hours per week. October 1 - March 31, thirty-five (35) hours per week.
- (N) Those classes which are set forth in this section of this ordinance and which provide for work days and work weeks which are distinct from the eight-hour tour of duty on each of five consecutive days.
- (Q) For employees in class 7326 Glazier and (7233) Glazier Foreman the bi-weekly period shall be one work week of forty hours followed by one work week of thirty-two (32) hours.

Staff analysis of this request discloses that a 40-hour work week for all employees is a prevailing practice of public jurisdictions included in the salary survey, and therefore, conforms to Charter Section 8.407. For this reason, it is recommended that the Civil Service Commission certify this request as a prevailing practice and forward to the Board of Supervisors.

Request: Mr. Robert Hydorn, Business Representative, Stationary Engineers, Local 39, requests new special leave provisions for Stationary Engineers and related classes to provide that each regular full-time permanent employee employed in a classification which requires a valid State Certification of Competency a maximum of 40 hours educational leave with pay per fiscal year to attend formerly organized courses, institutions, seminars or classes that relate to water treatment.

Staff analysis of this request discloses that this request is not a prevailing practice and therefore does not satisfy Charter Section 8.407. Further, Civil Service rule provides for educational leave and employees could request such in order to further their education in water treatment. Educational leave is a prevailing practice and generally administered without the benefit of salary. For this reason, it is recommended that the Civil Service Commission not certify this request as prevailing practice.

Request: Mr. Gary Robinson, Representative, Union of American Physicians, has requested new special leave provisions for physicians and dentists. His request is supported with the statement that doctors and dentists are required by state law to further their education in order to qualify for licensing or to renew their existing license.

Staff analysis of this request discloses that Sections 2100.6 and 2100.7 of the Business and Professions Code require physicians and dentists to obtain further education for licensing.

SECTION II. WORK SCHEDULES (cont'd)

Section 2101.6 of this same code mandates that rules and procedures be adopted by January, 1977, to implement the state law. Our office has been advised by the Office of Continuing Education, University of California, Medical Center, that the rules and procedures have not been adopted to date as required in Section 2101.6. Further, when such rules and procedures are in fact adopted they will not be implemented for at least four years. For this reason, it is recommended that the Civil Service Commission disapprove this request and reconsider it when rules and procedures are established.

SECTION III. COMPENSATION FOR VARIOUS WORK SCHEDULES.

Request: Mr. Granville DeMerritt has requested that employees in class 2615 School Lunchroom Helper be paid not less than one hour per day work time computed by the hour and half hour only.

Staff analysis of this request discloses that the current provision provides that employees in this class be paid not less than an average of two hours per day in each payroll period. It is apparent that granting this request would allow the school district to employ more persons in this class to assist in the cafeteria operation. Reducing the current provision to one hour will result in a lesser salary for employees in this class. This does not conform to Charter Section 8.407 which states that no employee shall have his basic pay rate reduced. For this reason, it is recommended that this request be disapproved.

SECTION IV. ADDITIONAL COMPENSATION

Request: Mr. Granville DeMerritt, Director, Classified Personnel, S.F. Unified School District, requests new premium pay for employees in class 2632 Cook-Manager, Elementary School, and for employees working in word processing. Mr. DeMerritt's reason for this request is that currently Cook-Managers, Elementary Schools, receive the same rate of pay as Cook-Managers in secondary schools when working for two or more elementary schools and therefore no salary differential exists between the two classes. He further states that this condition has eliminated promotional opportunities and that the district experiences difficulty in recruiting Cook-Managers, Secondary School, from Cook-Managers, Elementary Schools. Therefore a 10% premium should be awarded Cook-Managers, Elementary School.

Staff analysis of this request discloses that this is not a prevailing practice in other school districts and therefore does not satisfy Charter Section 8.407. It is therefore recommended that the Civil Service Commission not certify this request as a prevailing practice.

Mr. DeMerritt's reason for premium pay for employees working in Word Processing is that the school district employs Transcriber Typists to perform this work and that such employees must undergo a comprehensive training period in order to learn word processing. Mr. DeMerritt states that additional compensation is justified and warranted in order to retain employees in this work. He further states an additional \$15 per pay period will place the biweekly rate near or equivalent to the rate of pay of Senior Clerk Typist.

SECTION IV. ADDITIONAL COMPENSATION (cont'd)

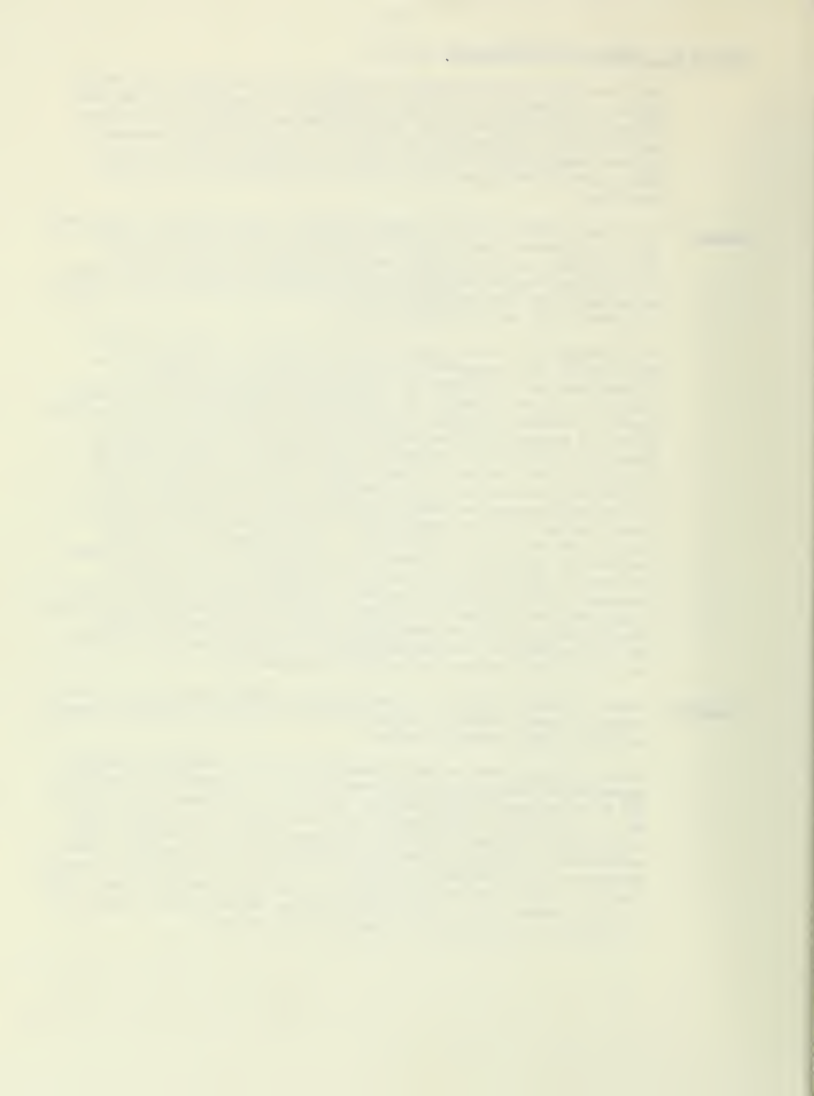
Staff analysis of this request discloses that the rate of pay other agencies pay employees for work processing is comparable to the rate of pay established for class 1430 Transcriber Typist, and therefore establishing a premium pay for employees working in word processing appears unwarranted. For this reason, it is recommended that the Civil Service Commission not certify this request as a prevailing practice.

Request: Mr. Robert Hydorn, Business Representative, Stationary Engineers, Local 39, has requested that class 7205 Chief Stationary Engineer, class 7203 Building and Grounds Maintenance Supervisor and class 8120 Building and Grounds Maintenance Superintendent receive a 2½% salary adjustment when responsible for the overall administration of a sewage treatment plant on a continuing basis.

Staff analysis of this request discloses that the duties for class 7205 include the responsibility for the operation and maintenance of machinery and equipment in a large complex installation; direction of the operation of a large and complex water filtration plant; planning, assigning and directing the activities of subordinate personnel engaged in plant maintenance and operation activities. These duties have been taken into consideration in determining an appropriate rate of pay for this class. The duties of class 7203 include the supervision and responsibility for all building and grounds maintenance and repair activities for an assigned location. These duties have been considered in establishing an appropriate rate of pay for this classification. The duties for class 8120 include the organizing, directing and supervising of the maintenance and repair activities for a group of buildings and surrounding grounds, including physical property, machinery and equipment and other pertinent inside and outside facilities. These duties have been considered in setting an appropriate rate of pay for this class. For this reason, it is recommended that the Civil Service Commission not certify this request as a prevailing practice.

Request: Gerald Sullivan, Assistant Superintendent; William Albright, General Foreman; Thomas O'Brien, General Foreman; H.M. Smith, General Foreman and John Yager, General Foreman.

These employees have requested amendment to the provision governing supervisory differential adjustment. Their request is to increase the 5% reference in the provision to 19%; to eliminate the 10% limit for any supervisory adjustment; and to eliminate the language which provides \$1.00 biweekly more for the immediate supervisor when the subordinate receives a supervisory differential adjustment. Staff analysis of this request discloses that there is no prevailing practice for this request and therefore does not satisfy Charter Section 8.407. For this reason, it is recommended that the Civil Service Commission not certify this request as a prevailing practice.



SECTION IV. ADDITIONAL COMPENSATION (cont'd)

Request: Paul T. Scannell, Senior Departmental Personnel Officer, S.F. General Hospital.

Mr. Scannell has requested that the following language be added to the existing provision - Weekends Off For Nurses. Mr. Scannell's reason for this request is that the Department of Public Health and the Civil Service Association, Local 400, Professional Nurses Section, agreed to this language in their negotiating which concluded on December 17, 1976. Mr. Scannell states that this language protects employees from being asked to work an excessive number of days which could possibly compromise patient care and still provide the department with the needed flexibility to allow two weekends a month off.

Staff analysis of this request discloses that the existing provision provides additional compensation for certain nursing classifications when such employees are required to work four consecutive weekends. The inclusion of the recommended language does not increase the amount of compensation already provided for in this provision and therefore does not violate Charter Section 8.407. For this reason it is recommended that the Civil Service Commission approve this request so that the provision reads as follows:

L. Weekends Off For Nurses.

Every permanent full-time employee in classes 2320 Registered Nurse; 2323 Clinical Nurse Specialist; 2330 Anesthetists; 2340 Operating Room Nurse; and 2830 Public Health Nurse shall receive two weekends off each month. If any such employee is required to work four (4) consecutive weekends, he/she shall receive time and one-half on the fourth weekend. Individual nurses have the option to waive this provision with two weeks' notice for a specified period of time with the approval of the appointing officer or appropriate designated representative. Notwithstanding the provisions of Section II of this ordinance, in order to guarantee two weekends off each calendar month, there shall be no restrictions on split days off. NOTWITHSTANDING ANY OTHER PROVISIONS OF THIS ORDINANCE, EMPLOYEES IN THESE CLASSIFICATIONS SHALL NOT WORK MORE THAN SIX CONSECUTIVE DAYS IF DAYS OFF ARE SPLIT, OR EIGHT CONSECUTIVE DAYS IF DAYS OFF ARE NOT SPLIT. THIS PROVISION MAY BE WAIVED UPON THE WRITTEN REQUEST OF THE EMPLOYEE WITH THE APPROVAL OF THE APPOINTING OFFICER OR HIS DESIGNATED REPRESENTATIVE.

Request: Mr. Robert Vegas, Business Representative, International Association of Machinists and Aerospace Workers, has requested hazard pay for maintenance machinists in the Water Department when required to work on the Bay Bridge and for maintenance machinists in the sewage department when coming into contact with raw or untreated sewage.

Staff analysis of this request discloses that this is not a prevailing practice and therefore does not satisfy Charter Section 8.407. For this reason, it is recommended the Civil Service Commission not certify this request as a prevailing practice.

SECTION IV. ADDITIONAL COMPENSATION (cont'd)

Request: Mr. Robert Hydorn, has requested hazard pay for Stationary Engineers, class 7334 and related classes, excluding classes 7372A, 7372, 7373 7252 when handling raw sewage or dangerous chemicals.

Analysis of this request discloses that this is not prevailing practice and does not conform to Charter Section 8.407. For this reason, it is recommended that the Civil Service not certify this request as a prevailing practice.

Request: Mr. Robert Hydorn has requested that Sanitary Engineers and related classes receive $2\frac{1}{2}\%$ in addition to their normal rate of pay when required to possess state certification.

Analysis of this request discloses that this is not prevailing practice and therefore does not conform to Charter Section 8.407. For this reason it is recommended the Civil Service Commission not certify this request as a prevailing practice.

Request: The S.E.I.U. Joint Council has requested amendment to the provision governing night duty to allow additional compensation for a night tour of duty commencing after 2:00 p.m. and prior to 6:00 a.m.

Staff analysis of this request discloses that currently a night tour of duty is defined as any work performed between the hours 6:00 p.m. and 6:00 a.m. Staff has determined that it is a prevailing practice of most agencies surveyed in the Annual Salary Survey that a night premium is awarded to employees for work beginning after 1:00 or 2:00 p.m. and before 10:00, 10:30 or 11:00 a.m. For this reason, it is recommended that the Civil Service Commission certify this request as a prevailing practice and forward the following language to the Board of Supervisors:

B. NIGHT DUTY

A NIGHT TOUR OF DUTY IS EIGHT (8) HOURS WORK COMPLETED WITHIN NOT MORE THAN NINE (9) HOURS COMMENCING AFTER 2:00 P.M. AND PRIOR TO 6:00 A.M. EMPLOYEES SHALL BE PAID $6\frac{1}{4}\%$ MORE THAN PAY RATE FOR WORK PERFORMED DURING NIGHT DUTY HOURS.

Request: Mr. Joseph P. Mazzola, Business Manager, Local No. 38, has requested an additional 50¢ per hour for employees engaged in the handling or installation of plastic pipes. This is not to be applicable to landscaping, irrigation or swimming pool installation, or installation in single family dwellings.

Staff analysis of this request discloses that this is not a prevailing practice in other public agencies. Therefore, it is recommended that the Civil Service Commission not certify this request as prevailing practice.

SECTION IV. ADDITIONAL COMPENSATION (cont'd)

Request: Mr. Kenneth R. Boyd, General Manager, S.F. Water Department, has requested that general laborers receive additional compensation when operating jackhammers. Mr. Boyd states that although the operation of a jackhammer is part of a Laborers' normal duties, certain assignments within the Water Department require almost continuous daily operation of the jackhammer. These special assignments were previously fielded by physically suitable employees who were assigned such duties on a continuous basis. Prior to July 1, 1976, these employees were paid for this work. Effective July 1, 1976, these provisions were deleted.

Staff analysis of this request discloses that this is not a prevailing practice. It is recommended that the Civil Service Commission not certify this request as prevailing practice.

SECTION V. OVERTIME

Request: Mr. Edmund Fong, Head Accountant, S.F. Unified School District, and Mr. Granville DeMerritt, Director, Classified Personnel, S.F. Unified School District.

These employees have requested that the current provision which provides for a $6\frac{1}{4}\%$ night differential be excluded in the computation of overtime pay for overtime worked between 6 p.m. and 6 a.m.

Staff analysis of this request discloses that deletion of the $6\frac{1}{4}\%$ night differential in the computation of overtime compensation would reduce a benefit currently extended to employees. This does not conform to Charter Section 8.407 which states that no employee shall have his basic pay rate reduced. For this reason, it is recommended the Civil Service Commission not certify this request as prevailing practice.

Request: Mr. Robert Hydorn requests that all overtime be recorded on regular timerolls and if unable to record on the regular timerolls the department will pay the overtime compensation within a maximum of 30 calendar days.

Staff analysis of this request discloses that this matter should be discussed with the Controller's Office. Most public agencies do not have anticipated timerolls and therefore can provide this service. It is recommended that the Civil Service Commission certify that most public agencies have a 5 to 10 day delay from the close of a pay period in paying employees.

Request: Mr. Robert Hydorn has requested a new provision be added to provide Stationary Engineers and related classes a guarantee of 4 hours pay at the overtime rate when called back to work overtime following the completion of their regular work schedules.

Analysis of this request discloses that granting this request would provide Stationary Engineers and related classes a greater benefit which employees in other classes would not receive when working overtime. For this reason, it is recommended that the Civil Service Commission not certify this request as prevailing practice.

SECTION V. OVERTIME (cont'd)

Request: The S.E.I.U. Joint Council has requested that payment for overtime worked in a biweekly period be paid in the next biweekly period.

Staff analysis of this request discloses that this is a prevailing practice and that most jurisdictions pay overtime compensation for overtime worked in the check following the end of the pay period in which the overtime was worked. These jurisdictions do not have anticipated timerolls and therefore can provide this service. It is suggested that a meeting with the Controller's Office be scheduled to discuss the elimination of anticipated timerolls. It is recommended that Civil Service Commission certify that most public agencies have a 5 to 10 day delay from the close of a pay period in paying employees.

SECTION VI. HOLIDAY AND HOLIDAY PAY

Request: From Civil Service staff to clarify application of the floating holiday.

The current provision allows an additional day to be taken at the option of the employee subject to the approval of the appointing officer. This holiday provision was adopted last year by the Board of Supervisors and became effective July 1, 1976. In administering this provision it was immediately discovered that this provision could be abused by temporary employees; for example, a temporary employee could request to take a floating holiday after a short period of time on the job. It is staff's opinion that all temporary employees receive a floating holiday but that temporary employees be on the job for at least six months. For this reason, it is recommended the following be adopted:

- A. Except as otherwise provided in Section V (B)', and except when normal operations require', or in an emergency, employees shall not be required to work on the following days hereby declared to be holidays for such employees:

January 1, February 12 (Lincoln's Birthday), the third Monday in February (Washington's Birthday), the last Monday in May, July 4, first Monday in September (Labor Day), September 9 (Admission Day), the second Monday in October (Columbus Day), November 11, Thanksgiving Day, December 25, and any day declared to be a holiday by proclamation of the Mayor after such day has heretofore been declared a holiday by the Governor of the State of California or the President of the United States. An additional day to be taken at the option of the employee subject to approval of the appointing officer. FULL-TIME TEMPORARY EMPLOYEES MUST COMPLETE SIX MONTHS CONTINUOUS SERVICE BEFORE RECEIVING AN ADDITIONAL DAY. PART-TIME TEMPORARY EMPLOYEES WHO ARE EMPLOYED ON AN INTERMITTENT BASIS OR WHO WORK IRREGULAR ASSIGNMENTS ARE INELIGIBLE FOR AN ADDITIONAL DAY.

Provided further, if January 1, February 12, July 4, September 9, November 11 or December 25 falls upon a Sunday, the Monday following is a holiday.

SECTION VI. HOLIDAY AND HOLIDAY PAY (cont'd)

In the event a legal holiday falls on Saturday, the preceding Friday shall be observed as a holiday; provided, however, that except where the Governor declares that such preceding Friday shall be a legal holiday, each Department Head shall make provision for the staffing of public offices under his jurisdiction on such preceding Friday so that said public offices may serve the public as provided in Section 7.702 of the Charter. Those employees who work on a Friday which is observed as a holiday in lieu of a holiday falling on Saturday shall be allowed a day off in lieu thereof as scheduled by the appointing officer in the current fiscal year.

The San Francisco Unified School District and San Francisco Community College District may, for its own employees and employees regularly assigned from other departments, substitute for the holidays declared above an equal number of different holidays.

Holidays for employees in class 2220 Physician (assigned to emergency hospital services) shall be as determined by the Director of Public Health with the approval of the Civil Service Commission.

Request: Gary Robinson, Representative, Union of American Physicians
Mary Jean Proulz, Director, Sunset Outpatient Department
District V Mental Health Center
Paul Scannell, Senior Departmental Personnel Officer, S.F.G.H.
Sally Kaufmann, M.D., Department of Public Health

The above have requested amendment to the provision governing employees not eligible for holiday compensation to allow part-time employees who work on a regular pattern which may be less than 5 days a week holiday pay.

Staff analysis of this request discloses that it was not the intent of this provision to disallow employees on regular part-time work schedule which is less than 5 days per week holiday pay. For this reason, it is recommended that the Civil Service Commission approve this request and adopt the new language as follows:

E. Employees Not Eligible For Holiday Compensation.

Persons employed for holiday work only or person employed on a ~~part-time schedule which is less than 5 days per week~~ AN INTERMITTENT PART-TIME WORK SCHEDULE (NOT REGULARLY SCHEDULED) or persons on leave without pay status both immediately preceding and immediately following the legal holiday, or employees in class 2220 Physician (assigned to emergency hospital services), shall not receive holiday pay.

SECTION VI. HOLIDAY AND HOLIDAY PAY (cont'd)

Request: Granville DeMerritt has requested that the provision governing employees not eligible for holiday compensation be amended to provide that persons on leave without pay both immediately preceding and immediately following a legal holiday or the Friday preceding a legal holiday that falls on Saturday not to use intermittent vacation days to qualify for a paid holiday.

Analysis of this request discloses that employees requests for intermittent vacation are subject to the approval of the appointing officer. It would seem that an appointing officer would not approve an employee's request for intermittent vacation when such employee is on leave without pay both immediately preceding and immediately following the legal holiday. For this reason, adding new language to the existing provision appears unnecessary and therefore recommended that it not be approved.

Request: J. William Conroy, Captain, Personnel and Training, S.F. Police Department Personnel Council

The above have requested that the time period in which an in-lieu day for a legal holiday may be taken be standardized. Currently, employees who work other than Monday through Friday must take an in-lieu day for having worked on a holiday within one calendar year from the date of the holiday while employees who work on Friday observed as a holiday in-lieu of a Saturday holiday must take an in-lieu day off for having worked on Friday within the fiscal year.

Staff concurs that the time period in which the in-lieu day may be taken should be standardized and therefore recommends that these provisions be amended to specifically state that employees must take an in-lieu day for having worked on a holiday within the fiscal year. It is therefore recommended that the Civil Service Commission approve this request.

Request: Civil Service staff is requesting that the provision governing time off for voting be amended to conform with State Election Code.

The current provision reads as follows:

F. Time Off For Voting.

Employees may be granted sufficient time to vote outside of their regular working hours in accordance with the provisions of the State Election Code.

It is recommended the Civil Service Commission adopt the following language:

F. Time Off For Voting.

IN ACCORDANCE WITH THE STATE ELECTION CODE, IF AN EMPLOYEES DOES NOT HAVE SUFFICIENT TIME TO VOTE OUTSIDE OF WORKING HOURS, THE EMPLOYEE MAY REQUEST SO MUCH TIME OFF AS WILL ALLOW TIME TO VOTE.

SECTION VII. SALARY STEP PLAN AND SALARY ADJUSTMENTS

Request: Mr. Robert Hydorn has requested a new paragraph be added to Section VII.A.1. to provide that Stationary Engineers and related classes when temporarily appointed or assigned to positions in higher classifications compensation at the rate of pay for the classification in which work is being performed effective upon assignment to the higher position.

Staff analysis of this request discloses that compensation for the assignment of duties outside an employee's classification is not a matter which should be considered under salary standardization. Civil Service Rule 26, Temporary Assignment Outside of Classification, governs this subject. Mr. Hydorn's request should be considered for possible rule amendment.

Request: Mr. Okamoto, Director of Planning, Department of City Planning, has requested that the provision governing appointment above entrance rate be amended to allow temporary appointments to be made at any step above the entrance step of the compensation schedule established for the involved classification.

Analysis of this request discloses that it is not a prevailing practice in other agencies. It is recommended that the Civil Service Commission not certify this request as prevailing practice.

Request: Mr. Granville DeMerritt has requested a new paragraph be added to Section VII.A.1. to read as follows:

"Any permanent employee who has completed two years continuous service immediately prior to an entrance appointment to a higher class normally deemed promotive shall have his/her salary adjusted in accordance with A. or B. above."

Mr. DeMerritt states that from time to time permanent employees are certified from an entrance list of eligibles but to positions which are normally deemed promotive. His example is a permanent 1424 Clerk Typist is appointed to a 1426 Senior Clerk Typist position from an entrance list of eligibles resulting from continuous testing. The appointment is from an entrance list but to a position normally deemed promotive. When this occurs the employee does receive the benefit of a two step adjustment or a 7½% adjustment.

Staff analysis of this request discloses that it is the policy of the Civil Service Personnel Department to deem such appointments promotive and thereby set the appropriate salary under the promotive provision of this section. For this reason, it is recommended that this request be disapproved.

Request: The S.E.I.U. Joint Council has requested that employees who are assigned temporarily the duties outside of their classification receive the established rate of pay for the higher classification.

Analysis of this request discloses that this subject is not properly under salary standardization. Currently, Civil Service Rule 26 governs temporary assignments of duties outside of classification. This request should be considered for possible rule amendment.

SECTION IX. SENIORITY INCREMENTS

Request: Civil Service staff requests amendment to sub-paragraph (2) of paragraph A.- Entry at the First Step - to read as follows:

Permanent employees other than those included in paragraph (1) AND EMPLOYEES SUBJECT TO THE ADMINISTRATIVE COMPENSATION SCHEDULE PLAN shall advance to the second step upon completion of six months service and to each successive step upon completion of one year required service.

It is recommended the Civil Service Commission approve this request to implement the Administrative Compensation Plan.

SECTION X. ADMINISTRATIVE COMPENSATION SCHEDULE PLAN.

Request: Civil Service staff is requesting the addition of a new section to read as outlined below and to renumber existing Sections X. through XIV.

SECTION X. ADMINISTRATIVE COMPENSATION SCHEDULE PLAN.

NOTWITHSTANDING ANY OTHER PROVISION OF THIS SALARY STANDARDIZATION ORDINANCE, PERSONS EMPLOYED IN POSITIONS IN CLASSIFICATIONS FOR WHICH THE COMPENSATION IS SET ON THE ADMINISTRATIVE SCHEDULE PLAN OF SALARY INCREMENTS PURSUANT TO SECTION XIV. OF THIS ORDINANCE (I.E., AN "A" SCHEDULE) SHALL BE PLACED ON AND ADVANCED TO STEPS WITHIN THE SALARY SCHEDULE RANGE SET FOR THAT CLASSIFICATION PURSUANT TO THE FOLLOWING:

- (1) ADMINISTRATORS SHALL INITIALLY BE APPOINTED AT THE FIRST STEP OF THE COMPENSATION SCHEDULE ESTABLISHED FOR THE ADMINISTRATIVE CLASSIFICATION UNLESS APPOINTMENT IS MADE ABOVE THE ENTRANCE RATE SUBJECT TO THE TERMS AND CONDITIONS OF SECTION VII. - SALARY STEP PLAN AND SALARY ADJUSTMENTS.
- (2) ADMINISTRATORS APPOINTED AT STEP ONE (1) SHALL ADVANCE TO STEP TWO (2) UPON COMPLETION OF SIX (6) MONTHS SATISFACTORY SERVICE AND SHALL ADVANCE FROM STEP TWO (2) TO STEP THREE (3) UPON COMPLETION OF TWELVE (12) MONTHS' SERVICE AT STEP TWO (2). FURTHER ADVANCEMENT SHALL BE BASED ON THE ADMINISTRATOR'S PERFORMANCE EVALUATION. ADMINISTRATORS ARE NOT ENTITLED TO MANDATORY SENIORITY STEP ADVANCEMENT BEYOND STEP THREE (3).
- (3) THE ADMINISTRATOR'S PERFORMANCE SHALL BE EVALUATED ANNUALLY BY THE ADMINISTRATOR'S APPROPRIATE BOARD, COMMISSION OR APPOINTING AUTHORITY. THE EVALUATION SHALL BE IN ACCORDANCE WITH THE PROVISIONS OF THE CIVIL SERVICE RULE. SAID BOARD, COMMISSION OR APPOINTING AUTHORITY SHALL DETERMINE THE APPROPRIATE STEP TO WHICH THE ADMINISTRATOR SHALL BE ADVANCED WITHIN THE SALARY SCHEDULE ESTABLISHED FOR THE ADMINISTRATOR'S CLASSIFICATION. THE PERFORMANCE EVALUATION FORM AND THE RECOMMENDATION FOR SALARY ADVANCEMENT SHALL BE FILED WITH THE CIVIL SERVICE COMMISSION ONE (1) MONTH PRIOR TO THE EFFECTIVE DATE OF THE ADMINISTRATOR'S RECOMMENDED SALARY ADJUSTMENT. THE CIVIL SERVICE COMMISSION SHALL GIVE PUBLIC NOTICE OF THE ADMINISTRATOR'S SALARY ADVANCEMENT BY POSTING FOR TWO (2) WEEKS.

SECTION X. ADMINISTRATIVE COMPENSATION SCHEDULE PLAN. (cont'd)

- (4) CURRENT EMPLOYEES IN CLASSIFICATIONS WHOSE COMPENSATION, EFFECTIVE JULY 1, 1977, IS SET BY THE ADMINISTRATIVE SCHEDULE PLAN SHALL BE ADVANCED TO THAT STEP IN THE EMPLOYEE'S COMPENSATION SCHEDULE FOR THE SAME CLASSIFICATION WHICH IS CLOSEST TO AN ADJUSTMENT OF FIVE (5) PERCENT ABOVE THE EMPLOYEE'S SALARY WHICH WAS DETERMINED UNDER THE PROVISIONS OF THE 1976-77 SALARY STANDARDIZATION ORDINANCE. FURTHER SALARY ADVANCEMENT FOR SUCH PERMANENT AND PERMANENT EXEMPT EMPLOYEES SHALL BE IN ACCORDANCE WITH PARAGRAPHS (1), (2) AND (3) ABOVE.

It is recommended that the Civil Service Commission adopt this amendment.

SECTION XIV. SCHEDULES OF COMPENSATION

Request: Mr. Paul Scannell, Senior Departmental Personnel Officer, S.F. General Hospital, has requested that Note A. of this section be amended to allow all entrance appointments to positions in classes 2320 Registered Nurse, 2340 Operating Room Nurse and the new class 2328 Nurse Practitioner which require a license be made at an appropriate salary step in the compensation schedule established for these classes based on experience.

Staff analysis of this request discloses that the current provision allows Registered Nurses and Operating Room Nurses to be appointed at a salary step in the appropriate compensation schedule based on experience. This benefit, however, is currently limited to only permanent appointments. Staff has determined that it is prevailing practice that employees in these classifications are appointed at a salary commensurate with their work experience. For this reason, it is recommended that these provisions be amended so that this benefit will apply to all appointments in these classifications.

It is therefore recommended that the following language be adopted:

Newly employed ~~permanently~~ Registered Nurses AND NURSE PRACTITIONERS shall be appointed at the second salary step if they have had three (3) years of experience within the last five (5) years prior to appointment..

Newly employed ~~permanently~~ Registered Nurses AND NURSE PRACTITIONERS shall be appointed at the third salary step if they have had six (6) years of experience within the last ten (10) years prior to appointment.

Mr. Franz Glenn, Business Manager-Financial Secretary, International Brotherhood of Electrical Workers, has requested various changes in the Administrative Provisions for class 6248 Electrical Inspector and related classes; class 7338 Lineman and related classes; and class 7345 Electrician and related classes.

To facilitate the Civil Service Commission's review of Mr. Glenn's request, each of the above classes will be presented separately and as follows:

A. CLASS 6248 ELECTRICAL INSPECTOR AND ALL RELATED CLASSES:

1. Normal daily hours of work shall be 8:00 a.m. to 12 noon and 12:30 p.m. to 4:30 p.m.

Civil Service staff is recommending a forty hour normal work week for all employees.

2. The City shall supply transportation for each Inspector or if supplied by the employee, he shall be compensated at the rate of \$200.00 per month.

This request is not a matter properly under salary standardization but under the appropriation ordinance.

3. When performing inspections in areas in the City that are considered a high crime area, the Inspector involved shall receive a hazard bonus pay.

This request is not a prevailing practice and therefore does not conform to Charter Section 8.407. Civil Service Rule 23.09, Employees Injured by Battery provides maximum of six months sick pay.

4. The City shall supply all technical publications necessary for an inspector to perform his duties.

This request is not governed by salary standardization. Appointing Officers should be consulted to request funds in the budget process.

5. When filling a higher classification regardless of the length of time, the employee shall be paid the higher position rate of pay.

This matter does not come under salary standardization. Currently, Civil Service Rule 26 governs temporary assignment outside of employee's classification. This should be considered as possible amendment to the existing rule.

6. When inspectors are required to provide electrical estimates such as in the R A P Program there shall be provided sufficient training in estimating in order to perform that job function.

This request is not subject to salary standardization. Appointing Officers should be consulted to request funds for this purpose in the budget process.

7. The normal work day shall be a seven (7) hour day.

The Civil Service Commission is recommending a forty hour work week for all employees.

B. CLASS 7338 LINEMAN AND ALL RELATED CLASSES:

1. Journeyman Lineman filling the position of Foreman or any other higher position regardless of the length of time involved shall receive the higher position rate of pay.

This request is not a matter under salary standardization. Civil Service Rule 26 governs temporary assignment of duties outside employees class. Should be considered for possible amendment to rule.

2. The work week shall be Monday through Friday inclusive.

The normal work week is currently defined as a tour of duty on each of five consecutive days. Assignments should be left to the discretion of Appointing Officers.

3. The present \$20.00 per day subsistence should be increased to \$25.00 a day on a seven day basis.

This benefit comes under the Appropriation Ordinance and determined by the Controller's Office.

4. All overtime must be on a voluntary basis with a minimum of two hours.

Currently, appointing officers may require employees to work overtime at the established overtime rate of pay.

5. The work week shall be a 40-hour work week with no more than 8 hours work performed within a 24-hour period unless overtime is paid.

Overtime is defined as any work performed in excess of 8 hours a day or 40 hours a week.

6. All employees must get two days off in a period of seven days.

A normal work week is defined as a tour of duty of five consecutive days. The exception to this normal work week is limited to operations conducted at remote locations, changes in shifts or where other unusual circumstances warrant. In these cases where employees work more than five consecutive days per week they are allowed to accumulate the normal days off to be taken at a later date.

7. Overtime must be paid in the payroll period in which work is performed.

Anticipated timerolls prevent paying overtime at the end of the pay period in which the overtime is worked. This request should be discussed with the Controller's Office to eliminate anticipated timerolls and to design new pay system.

8. Qualified journeymen shall start at the highest wage increment.

Provision exists to allow appointment above the entrance rate.

9. When working on energized electrical lines, hazard pay shall be provided.

Not prevailing practice and therefore does not conform to Charter Section 8.407.

B. CLASS 7338 LINEMAN AND ALL RELATED CLASSES: (cont'd)

10. Each line crew must have a minimum of two journeymen and one foreman at all times for safety.

This request should be discussed with appointing officers in order to make allowances in the budget process.

11. Delete the inclement weather provisions.

Deletion of the inclement weather provisions would remove a benefit all employees currently receive. This provision currently guarantees a minimum of two hours pay or four hours pay.

12. Fringe benefits must be paid on all wages and hours worked.

Contrary to Charter Section 8.407.

13. When working overtime, the City shall pay for meals.

Not prevailing practice.

14. Overtime shall be compensated at double the hourly rate.

Not prevailing practice.

15. There shall be a shift differential of 10% for the first shift and 15% for the second shift.

Not prevailing practice.

16. Hazard pay shall be paid when employees are required to weld.

Not prevailing practice.

C. CLASS 7345 ELECTRICIAN AND ALL RELATED CLASSES AND WHERE APPLICABLE POWERHOUSE OPERATOR AND ALL RELATED CLASSES.

1. Employees who perform work which is less than the 40-hour week, shall not be considered part-time employees and shall be treated equally with other City employees.

Civil Service Commission is recommending a 40-hour work week for all employees.

2. The City shall supply all necessary hand tools or provide insurance for tools supplied by employees.

Not prevailing practice.

3. Employees assigned to work in schools for safety, shall work in pairs.

This request should be discussed with appointing officers in order to make allowances in the budget process.

C. CLASS 7345 ELECTRICIAN AND ALL RELATED CLASSES AND WHERE APPLICABLE POWERHOUSE OPERATOR AND ALL RELATED CLASSES: (cont'd)

4. Designate a weekly pay date.

This matter should be discussed with the Controller since it is a subject under his jurisdiction.

5. Provide a payroll check stub showing all deductions, the reasons for the deductions, all rates of pay and the time period the work was performed.

This matter should be discussed with the Controller since it is a subject under his jurisdiction.

6. Employees should be able to transfer to different departments by placing their names on top of a hire list by seniority.

Charter amendment on Rule of 3 and Civil Service Rule implementing Rule of 3 gives appointing officers the discretion to fill vacancies by transfer, reinstatement or selection of one of three highest eligibles.

7. The normal work week shall be 40 hours, Monday through Friday, with 8 hours work completed in not more than 9, and all other time to be at the overtime rate.

Normal work week is defined as 40 hours per week. Normal work day 8 hours per day. All time worked in excess of 8 or 40 is considered overtime.

8. Amend the high time provisions to provide high time when working on port cranes or any unguarded structures.

Current provisions seem to provide for this hazard pay.

9. Designate all rates of pay on an hourly basis and no bi-weekly or monthly.

This matter would have to be discussed with the Controller since it would involve establishing new pay system.

10. Overtime compensation shall be paid in the payroll period that the overtime is worked.

Anticipated timerolls would have to be eliminated in order to implement a pay system to provide this service.

11. There shall be hazard pay for men working in sewage plants or on equipment that is or has been removed from raw sewage.

Not prevailing practice.

12. Qualified journeymen shall start at the top pay increment.

Current provision appointment above entrance rate may allow for this.

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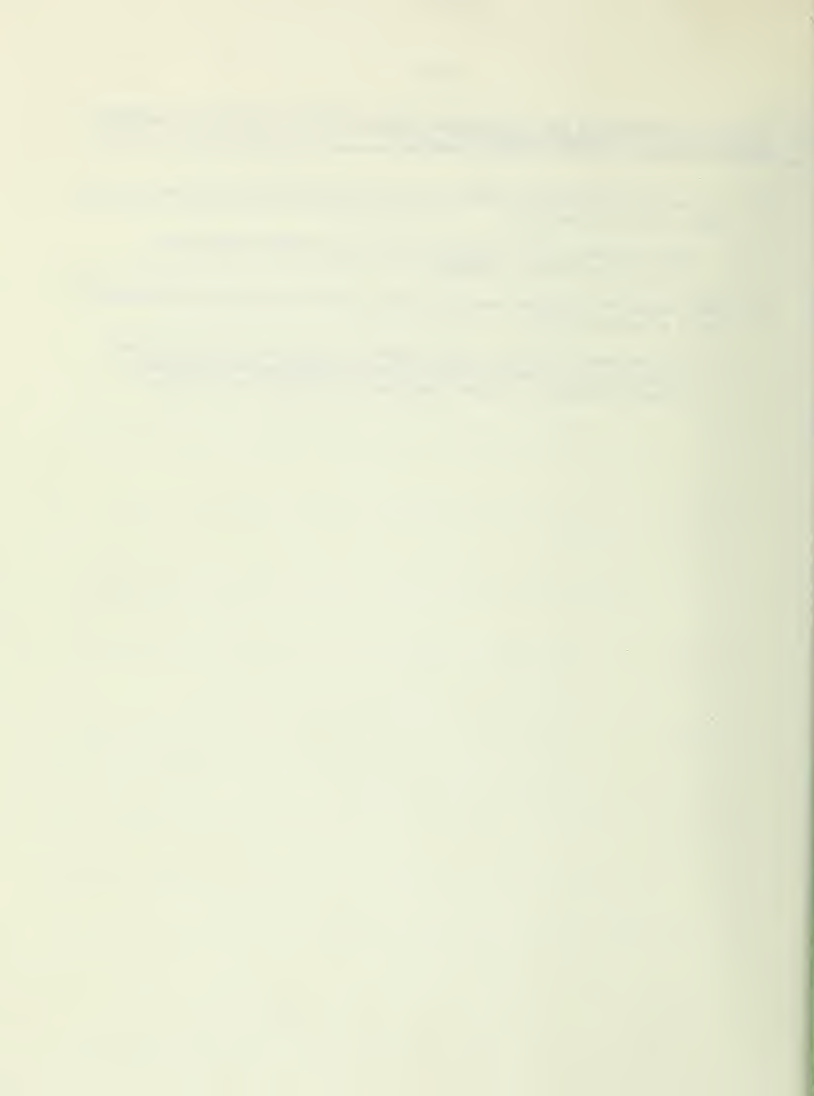
C. CLASS 7345 ELECTRICIAN AND ALL RELATED CLASSES AND WHERE APPLICABLE POWERHOUSE OPERATOR AND ALL RELATED CLASSES: (cont'd)

13. All employees required to work at an area beyond the City and County limits shall be paid travel pay.

This request is not a subject under salary standardization but under appropriation ordinance.

14. There shall be a uniform starting time so that the work week and work day is on a uniform basis.

Unclear what is meant by this request. Currently normal work week is defined as a tour of duty on each consecutive five days and a normal work day is 8 hours completed in not more than 9 hours.





1/3/78

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8-79
To : Civil Service Commission

Through: John J. Walsh
General Manager, Personnel

From : Albert C. Ambrose
Division Manager, Personnel

Subject: ADMINISTRATIVE PROVISIONS OF THE SALARY STANDARDIZATION ORDINANCE
(CHARTER SECTIONS 8.400, 8.401 AND 8.407) 1978-79.

RECOMMENDATION: ADOPT REPORT; APPROVE AMENDMENTS TO THE ADMINISTRATIVE PROVISIONS OF THE SALARY STANDARDIZATION, 1978-79 AND FORWARD TO BOARD OF SUPERVISORS.

The Civil Service Commission staff has submitted a number of recommendations to the Administrative Provisions of the Salary Standardization Ordinance in order to clarify or refine certain sections of the ordinance.

For purposes of clarity a number of amendments to Section I. Schedules of Compensation are recommended so that this section shall read as follows:

SECTION I. SCHEDULES OF COMPENSATION

A. Schedules

(The salaries and wages) COMPENSATION for the respective classifications of employment shall be paid for services under a normal work schedule as defined in Section II hereof.

(The Compensations are gross (compensations) AMOUNTS and are on a bi-weekly basis unless otherwise specified.

B. Maintenance and Charges

Charges and deductions for (any and) all maintenance, such as housing, meals, laundry, etc., furnished to and accepted by employees shall be (indicated and) made on time rolls and payrolls in accordance with a schedule of MAINTENANCE CHARGES (for such maintenance) fixed and determined in the Annual Salary Ordinance.

C. Protective Clothing

1. Employees assigned to work in the covered channels or on machinery located below the water line in the sedimentation or grit tanks of a sewage treatment plant shall be furnished with protective clothing, uniforms or work clothes and laundry connected with this employment without charge. Employees in class 2736 Porter and only those employees in class 2760 Laundry Worker who are required to handle soiled linen shall be provided protective clothing.

2. A supply of foul weather gear, consisting of boots, hats and coats, shall be made available for the use of employees in class 7410 Automotive Serviceman in foul weather. The total cost to the city of such foul weather gear shall not exceed \$1,530.
3. For employees in class 7228 Automotive Transit Shop Supervisor I, 7249 Automotive Mechanic Supervisor I, 7254 Automotive Machinist Supervisor I, 7264 Automotive Body and Fender Worker Supervisor I, 7306 Automotive Body and Fender Worker, 7313 Automotive Machinist, 7315 Automotive Machinist Assistant Supervisor, 7322 Automotive Body and Fender Worker Assistant Supervisor, 7381 Automotive Mechanic, AND 7382 Automotive Mechanic Assistant Supervisor, the city agrees to provide five (5) pairs of protective coveralls for each employee. The cost of coveralls and laundry of the same shall be paid by the city. Cost to the city shall not exceed \$13,200 for fiscal year 1978-79.

The following changes are recommended with respect to Section II. Work Schedules so that this section shall read as follows:

SECTION II. WORK SCHEDULES

A. Normal Work Schedules

1. Unless otherwise provided (for) in this ordinance, a normal work day is a tour of duty of eight hours completed within not more than nine hours.

Upon request of the Appointing Officer, the Civil Service Commission may authorize work schedules for Executive, Administrative or Professional employees which are comprised of eight (8) hours within twelve (12) or a forty (40) hour work week in four, five or six consecutive days. Such change in the number of work days shall not alter the basis for, nor entitlement to, receiving the same rights and privileges as provided all five-day, forty-hour-a-week employees.

2. A normal work week is a tour of duty on each of five consecutive days.
3. Exceptions:
 - (A) The 20-20 Education Program.
 - (B) Specially funded training programs approved by the Civil Service Commission.

- (C) Educational and training courses - regular permanent Civil Service employees may, on a voluntary basis with approval of Appointing Officer, work a forty-hour week in six days when required in the interest of furthering the education and training of the employee.

Section II. A. paragraph 3 subparagraph D shall be amended as follows:

- (D) Physicians - employees in class 2220 assigned to emergency hospital service shall have their work schedules determined by the Director, (of Public) Health CARE SERVICES with the approval of the Civil Service Commission.
- (E) Employees of the Public Library department may on a voluntary basis work a 40 hour week in six consecutive days.

Subparagraph F of Section II. A. paragraph 3 to read as follows:

- (F) On operations conducted at remote locations ((limited to Hetch Hetchy Project only for Painters and related classes)) where replacements are not readily available, or on operations involving changes in shifts, or when other unusual circumstances warrant, the Appointing Officer, with the approval of the Civil Service Commission, may arrange work schedules averaging five days per week over a period of time, but consisting of more than five consecutive days per week (and) WITH the accumulation of normal days off to be taken at a later date. Such schedules shall be the normal work schedules for such operations.

Subparagraph G of Section II. A. paragraph 3 to be clarified as follows:

- (G) Employees shall receive no compensation when properly notified ((2 Hr. notice)) that work applicable to the classification is not available because of inclement weather conditions, shortage of supplies, traffic conditions, or other unusual circumstances. Employees who are not properly notified and report to work and are informed no work applicable to the classification is available shall be paid for a minimum of two hours.

Employees who begin their shifts and ARE SUBSEQUENTLY RELIEVED OF DUTY DUE TO THE ABOVE REASONS (find work applicable to the classification is no longer available because of inclement weather conditions, shortage of supplies, traffic conditions or other unusual circumstances) shall be paid A MINIMUM OF (for four hours, (work) AND FOR HOURS ACTUALLY WORKED BEYOND FOUR HOURS, COMPUTED TO THE NEAREST ONE-QUARTER HOUR. (Such employees shall receive compensation for actual time worked computed to the nearest one-quarter hour when work applicable to the classification is not available after four hours of their shift.)

- (H) For Stationary Engineers and related classes, the working day shall be eight (8) consecutive hours for Watch Engineers and

eight (8) hours within eight and one-half (8-1/2) hours for Maintenance Engineers. The work week for such classes shall be forty (40) hours of five (5) consecutive days, except that Engineers assigned to rotating shifts may work six or seven consecutive days before receiving their consecutive days off.

Subparagraphs I, J and K to read as follows:

- (I) For Painters ((classes 7346 Painter, 7242 Painter Supervisor I and 7278 Painter General Supervisor II)) five (5) consecutive days Monday through Friday inclusive, (a normal work day is a tour of duty of) eight (8) hours completed within eight and one-half (8-1/2) hours. A regular tour of duty may commence at a time not earlier than 6:00 a.m., and all regular tours of duty shall conclude not later than 4:30 p.m.

- (J) Nurses - Special Leave Provisions.

Each regular permanent full-time employee who has served in a classification which requires a valid license(,) as a registered nurse or as a licensed vocational nurse(,) shall be allowed a maximum of forty (40) hours educational leave with pay per fiscal year to attend formally organized courses, institutes, workshops or classes that relate to nursing.

Employees referred to above must be employed by the City as (a) regular full-time permanent employees in appropriate nursing classifications for at least ninety (90) continuous calendar days before they are entitled to take such educational leave.

- (K) For (Automotive Machinist) 7228 Automotive Transit Shop Supervisor I, 7249 Automotive Mechanic Supervisor I, 7254 Automotive Machinist Supervisor I, 7264 Automotive Body and Fender Worker Supervisor I, 7306 Automotive Body and Fender Worker, 7313 Automotive Machinist, 7315 Automotive Machinist Assistant Supervisor, 7322 Automotive Body and Fender Worker Assistant Supervisor, 7381 Automotive Mechanic, 7382 Automotive Mechanic Assistant Supervisor, eight (8) hours shall constitute a regular day's shift between the hours of 7 a.m. and 6 p.m. Shifts may be as follows; designated starting time: ((7 a.m. to 4 p.m.)); ((8 A.M. to 5 P.M.)); ((9 A.M. to 6 P.M.)). The lunch period shall be in the middle of the shift and shall be one (1) hour unless otherwise agreed. Forty (40) hours shall constitute a regular week's work of five (5) consecutive days (from) Monday through Friday or Tuesday through Saturday.

The Civil Service Commission staff has determined that the adoption of a uniform work week of 40 hours would be beneficial to the operation of a number of large city departments whose personnel are currently employed on work weeks of other than 40 hours. It has further been determined that the 40 hour week for most classes of employment constitutes a prevailing practice within the public

employment sector. In the event that this recommendation is approved the following sections need not be included in the Administrative Provisions of this ordinance.

If, however, the work weeks for the various classifications remain the same as those for fiscal year 1977-78 it is recommended that subparagraphs L, M, N and P of Section II. A. paragraph 3 read as follows:

- (L) The normal work week for the following classifications are as indicated. The schedules of compensation contained in this ordinance will be adjusted on a pro rata basis to reflect PAY FOR (the) hours of employment for such classes:

(The biweekly schedules of compensation contained in this ordinance for the classifications indicated will be adjusted to an hourly amount by dividing said schedule by 80 to the nearest whole cent and then multiplying by the number of hours of employment of the particular classification in a biweekly period to the nearest whole cent to determine the biweekly rate of pay.)

35 Hours:

7213 Plumber Supervisor I
7229 Transmission Line Supervisor I
7230 Fire Department Water System Supervisor
7235 Transit Power Line Supervisor I
7238 Electrician Supervisor I
7239 Plumber Supervisor II
7240 Water Meter Shop Supervisor I
7248 Steamfitter Supervisor II
7250 Utility Plumber Supervisor I
7255 Powerhouse Electrician Supervisor
7257 Communication Line Supervisor I
7273 Communication Line Worker Supervisor II
7274 Transit Powerline Worker Supervisor
7275 Cable Splicer Supervisor I
7276 Electrician Supervisor II
7284 Utility Plumber Supervisor II
7285 Transmission Line Worker Supervisor II
7307 Bricklayer
7308 Cable Splicer
7318 Electrical Maintenance Technician
7323 Fire Department Water System Assistant
Supervisor
7338 Electrical Line Worker
7345 Electrician
7347 Plumber
7348 Steamfitter
7349 Steamfitter Assistant Supervisor
7353 Water Meter Repairer
7360 Pipe Welder
7363 Powerhouse Electrician



7386 Utility Plumber Assistant Supervisor
7388 Utility Plumber
7432 Electrical Line Helper
7462 Utility Plumber Helper
7463 Utility Plumber Apprentice

36 Hours:

7226 Carpenter Supervisor I
7236 Locksmith Supervisor I
7272 Carpenter Supervisor II
7342 Locksmith
7344 Carpenter
7361 Plasterer
9330 Pile Worker
9332 Piledriver Supervisor I

- (M) For the following classifications, eight (8) hours per day completed within not more than nine (9) hours, five (5) consecutive days, Monday through Friday inclusive:

5310 Surveyor's Field Assistant
5312 Surveyor
5314 Survey Party Chief
6318 Construction Inspector
7328 Operating Engineer, Universal
7355 Truck Driver
9331 Piledriver Engine Operator
9334 Deckhand, Tugs and Dredges
9335 Marine Fireman
9335.1 Dredge Lever Operator
9336 Head Dredge Lever Operator
9337 Diesel Tugboat Operator
9338 Superintendent, Tugs and Dredges
9348 Truck Crane Oiler

- (N) Hours of work for 9343 Roofer, AND 9344 Roofer Supervisor I for the period March 1 through August 31, thirty-six (36) hours per week; the work week is forty (40) hours, from September 1 through February.
- (O) Hours of work for 7376 Sheet Metal Worker, 7247 Sheet Metal Worker Supervisor II and 9345 Sheet Metal Supervisor I, Port, for the period April 1 - September 30, forty (40) hours per week; October 1 - March 31, thirty-five (35) hours per week.
- (P) (Those classes which are set forth in this section of this ordinance and which provide for work days and work weeks which are distinct from the eight hour tour of duty on each of five consecutive days.)



- (Q) For employees in class 7326 Glazier and 7233 Glazier Supervisor I the biweekly period shall be one work week of forty (40) hours followed by one work week of thirty-two (32) hours.

B. Part-time Work Schedule

1. A part-time work schedule is a tour of duty of less than forty hours per week.

Section III. Compensations for Various Work Schedules to read as follows:

SECTION III. COMPENSATIONS FOR VARIOUS WORK SCHEDULES

- A. Normal Work Schedule - (The) Compensations fixed herein on a (-) Per diem basis are for a normal eight hour work day; AND ON A biweekly basis are for a biweekly period of service consisting of normal work schedules.
- B. Part-Time Work Schedules
1. Salaries for part-time services shall be calculated upon the compensation for normal work schedules proportionate to the hours actually worked.
2. Employees in classification 2615 School Lunchroom Helper shall be paid not less than one hour per day in each payroll period. Work time shall be computed by the hour and the half-hour only.

Section IV. Additional Compensation to read as follows:

SECTION IV. ADDITIONAL COMPENSATION

A. Night Duty

Night duty is any work performed after 6:00 p.m. or prior to 6:00 a.m. Employees shall be paid 6 1/4% more than the base rate for work performed during night duty hours.

Exceptions

This provision shall not apply to THE FOLLOWING:

- (1) 2220 Physicians assigned to emergency hospital services
- (2) 7346 Painter
7242 Painter Supervisor I
7278 Painter Supervisor II

- (3) 7228 Automotive Transit Shop Supervisor I,
7249 Automotive Mechanic Supervisor I,
7254 Automotive Machinist Supervisor I,
7264 Automotive Body and Fender Worker
Supervisor I,
7306 Automotive Body and Fender Worker,
7313 Automotive Machinist,
7315 Automotive Machinist Assistant Supervisor,
7322 Automotive Body and Fender Worker
Assistant Supervisor,
7381 Automotive Mechanic and
7382 Automotive Mechanic Assistant Supervisor.

Any shift immediately following a regular day shift or commencing during any period of a day shift shall be considered a night shift and employees working on such shift shall be paid ten per cent (10%) above the regular day shift as set forth herein. A subsequent shift shall be known as a mid-night shift and shall be paid fifteen per cent (15%) above the regular day rate. The employer shall give at least one (1) week's notice to the employee of the change of shift work. There shall be no shift change made to avoid holiday pay.

Overtime shall be distributed equally among employees covered by this agreement. Employees working on their days off shall be guaranteed eight (8) hours work or pay therefore at time and one-half. Employees working on any holiday specified in this ordinance shall be guaranteed eight (8) hours work or pay therefore at time and one-half in addition to the pay for the holiday.

The Salary Standardization Ordinance for 1977-78 contains under Section IV. Addition Compensation subsection A. Night Duty, subparagraph 4 the provision of a 10% differential for the second shift and a 15% differential for a third shift for employees in class 7410 Automotive Service Worker. It has been brought to the attention of the Civil Service Commission staff because employees in class 7412 Automotive Service Worker Assistant Supervisor are not specifically enumerated within this subsection, such employees receive only the regular 6 1/4% premium for night shifts.

Charter Section 8.407 (Proposition D) prohibits any action which results in a reduction in pay for employees. Were it not for this provision, the staff would recommend the prohibition of this section and the uniform application of the regular 6 1/4% night shift premium for all classes of employment. Since it is not the intention of the staff to recommend the reduction of existing pay rates or premiums it is recommended that in the interest of equity class 7412 Automotive Service Worker Assistant Supervisor be added to subparagraph 4 in order that the class may receive the 10% and 15% differentials for second and third shifts respectively.

- (4) For class 7410 Automotive Service Worker, 7412 AUTOMOTIVE SERVICE WORKER ASSISTANT SUPERVISOR, 9102 Transit Car Cleaners and 9104 Transit Car Cleaner Assistant Supervisor, any shift immediately following a regular day shift or commencing during any period of a day shift shall be considered a night shift and employees working on such shift shall be paid ten per cent (10%) above the regular day shift as set forth herein. A subsequent shift shall be known as a midnight shift and shall be paid fifteen per cent (15%) above the regular day rate.

Section IV.B. Sewage Treatment Plant to read as follows:

B. Sewage Treatment Plant

A sewage treatment chemist who is responsible for the overall administration of a sewage treatment plant on a continuing basis shall be eligible for an additional .5 STEPS ON THE SALARY SCHEDULES (2 1/2% salary increment) upon certification by the appointing officer.

For the following classes:

0 54 Supervisor, Building and Grounds
0172 Chief Operating Engineer
6233 Refrigeration Inspector
6235 Heating and Ventilating Inspector
7120 Buildings and Grounds Superintendent
7203 Buildings and Grounds Maintenance Superintendent
7205 Chief Stationary Engineer
7209 School Heating and Ventilating Supervisor
7223 Cable Machinery Supervisor
7252 Chief Stationary Engineer, Sewage Plant
7333 Junior Stationary Engineer
7334 Stationary Engineer
7335 Senior Stationary Engineer
7372 Stationary Engineer, Sewage Plant
7373 Senior Stationary Engineer, Sewage Plant
7420 Bridgetender
7472 Wire Rope Cable Maintenance Mechanic
9232 Airport Mechanical Maintenance Supervisor
7334A Apprentice Stationary Engineer
7372A Apprentice Stationary Engineer, Sewage Plant

When any employee working in the enumerated classifications is assigned to perform supervisory duties outside his/her classification in excess of fifteen (15) days during the fiscal year, he/she shall be paid 2.5 salary steps higher than the schedule for his/her classification; example: class 7372 shall receive salary schedule 42.9 rather than 40.4. Employees receiving compensation for working out of class in accordance with Civil Service Rule 26 shall not also receive premium pay. Cost to the City and County of San Francisco shall not exceed an estimated (cost of) \$10,000.

C. Extended Tour of Duty

An extended tour of duty shall be a tour of duty of eight hours work completed within eleven consecutive hours but extended over more than nine hours. There shall be only one split in any tour of duty. Employees on an extended tour of duty shall be paid for time actually worked and shall be paid 50% above their base rate after the ninth hour. These provisions shall not apply to executive, administrative or professional employees, employees in class 2220 Physician assigned to Emergency Hospital Services, and to Stationary Engineers and related classes.

Exception

Employees of Camp Mather who during the summer season work a tour of duty of eight hours completed within thirteen consecutive hours shall be paid \$1.50 per day above the compensation to which they are otherwise entitled.

D. Interpreter - Translator Pay

Employees who are assigned by their department to a designated bilingual position may be granted additional compensation of \$10 biweekly. A "designated bilingual position" is one approved by the Civil Service Commission prior to July 1(,) of each fiscal year related (the) A public service function of (the)A department and requiring translating to and from a foreign language, including sign language as used by the deaf, a minimum of 10 hours biweekly.

Section IV. E. Underwater Diving Pay currently provides the premium for Port employees of \$10.00 per hour when engaged in underwater diving operations. The Public Utilities Commission staff has called our attention to the necessity for certain employees to work underwater on pipelines, dams or other submerged structures. It is, therefore, recommended that this section be amended as follows:

E. Underwater Diving Pay

(Port Commission) Employees shall be paid \$10.00 per hour more than the base hourly rate, exclusive of any additional compensation for other assignments, when ASSIGNED AND actually engaged in (underwater diving operations for the Port Commission) DUTIES AND OPERATIONS REQUIRING UNDERWATER DIVING.

Section IV, paragraph F provides for a Protected Rate for Permanent Employee Involuntarily Released from Higher Positions. Since there are currently no employees whose salary rates are governed by this section it is recommended that it be deleted from this ordinance.

F. (Protected Rate for Permanent Employee Involuntarily Released from Higher Position

When an employee who has served for not less than four years under regular Civil Service or exempt permanent appointment is involuntarily released from such position for reasons other than disciplinary action, and returned to a lower Civil Service classification prior to July 1, 1972, he shall continue to receive the rate of pay equivalent to the rate of pay received in the higher classification provided that his salary thereafter shall not be increased as long as such salary is beyond the maximum of the schedule for the class to which he was returned.)

Section IV, paragraph G provides for a Supervisory Differential Adjustment and sets forth the conditions under which this adjustment may be authorized for employees. The staff has recommended an extensive refinement in this section based upon the experience of a number of years in its application. It is recommended that this section be amended to read as follows:

G. Supervisory Differential Adjustment

The Civil Service Commission is hereby authorized to adjust the compensation of a supervisory employee whose schedule of compensation is set herein subject to the following conditions:

1. The supervisor, as part of the regular responsibilities of his class, supervises, directs, is accountable for and is in responsible charge of the work of a subordinate or subordinates.
2. The organization is a permanent one approved by the Appointing Officer, Chief Administrative Officer, board or commission, where applicable, and is a matter of record based upon review and investigation by the Civil Service Commission.
3. Both the supervisor and subordinate have been appointed on a permanent basis to their respective full-time positions.
4. The classifications of both the supervisor and the subordinate are appropriate to the organization and have a normal, logical relationship to each other in terms of their respective duties and levels of responsibility and accountability in the organization.
5. The compensation schedule of the supervisor is less than 5% or 1 full step over the compensation schedule, exclusive of extra pay, of the employee supervised.
6. The adjustment of the compensation schedule of the supervisor shall be to the nearest compensation schedule representing, but not exceeding, 5 per cent or 1 full step over the compensation schedule, exclusive of extra pay, of the employee supervised.

If the application of this section adjusts the rate of pay of an employee in excess of his immediate supervisor, the pay of such immediate supervisor shall be adjusted to an amount \$1.00 biweekly in excess of the base rate of his highest paid subordinate, provided that the applicable conditions under paragraph "G" are also met.

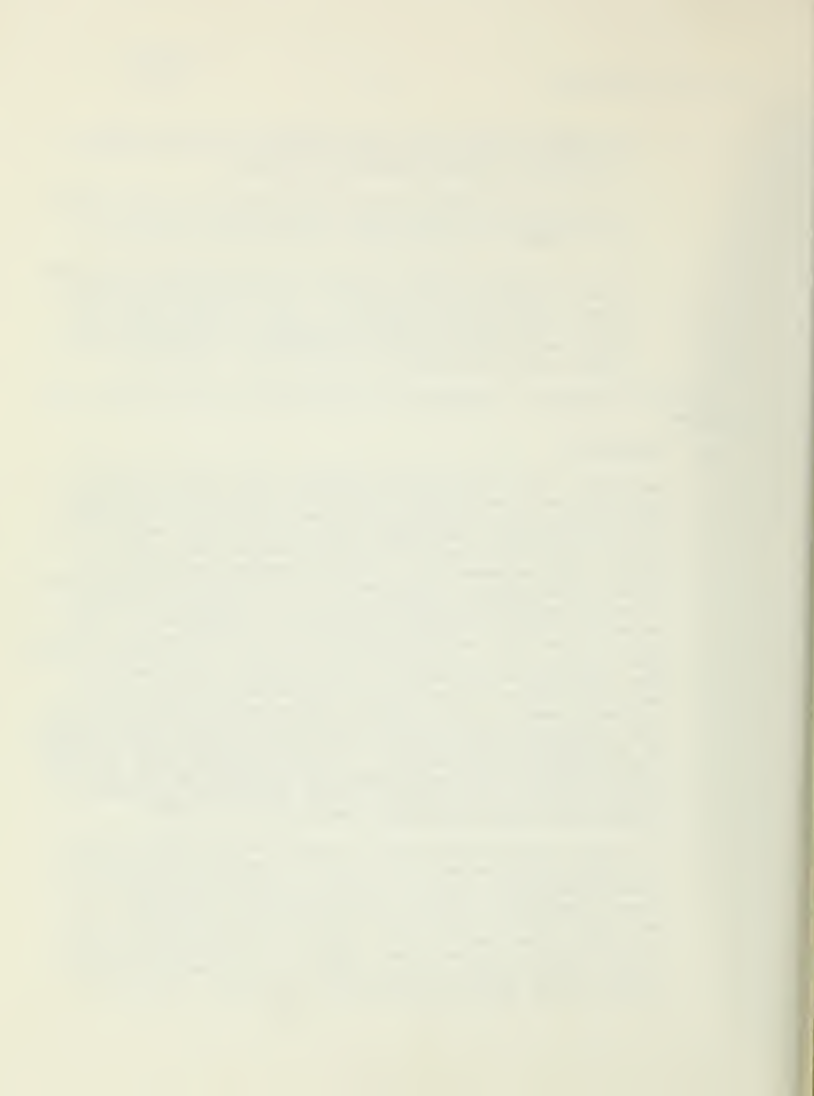
7. The decision of the Civil Service Commission as to whether the compensation schedule of a supervisory employee shall be adjusted in accordance with this section shall be final.
8. Compensation adjustments are effective retroactive to July 1, 1978 or the date in the current fiscal year upon which the employee became eligible for such adjustment under these provisions.
9. In no event will the Civil Service Commission approve a supervisory salary adjustment in excess of 10% or 2 full steps over the supervisor's current basic compensation. If in the following fiscal year a salary inequity continues to exist, the Civil Service Commission may again review the circumstances and may grant an additional salary adjustment not to exceed 10% or 2 full steps.

Section IV, paragraph H. Standby Pay is recommended for clarification to read as follows:

H. Standby Pay

Employees(,) (but excluding those employees whose duties are primarily administrative in nature, with the exception of the 1738 Electronic Data Processing Shift Supervisor, 1741 Senior Electronic Data Processing Shift Supervisor, 1864 Senior Systems and Procedures Analyst, 1868 Teleprocessing Technician, 1872 Programmer Analyst, 1873 Software Analyst, 2320 Registered Nurse, and 2340 Operating Room Nurse.) who, as part of the duties of their positions are required by the Appointing Officer to stand by when normally off duty to be instantly available on call for immediate emergency service for the performance of their regular duties shall be paid 25 percent of (the) THEIR regular straight time rate of pay (of the position) for the period of such standby service. When such employees are called on to perform their regular duties in emergencies during the period of such standby service, they shall be paid while engaged in such emergency service the usual rate of pay for such service as provided herein. NOTWITHSTANDING THE GENERAL PROVISIONS OF THIS SECTION, STANDBY PAY SHALL BE ALLOWED IN CLASSES 1738 ELECTRONIC DATA PROCESSING SHIFT SUPERVISOR, 1741 SENIOR ELECTRONIC DATA PROCESSING SHIFT SUPERVISOR, 1864 SENIOR SYSTEMS AND PROCEDURES ANALYST, 1872 PROGRAMMER ANALYST AND 1873 SOFTWARE ANALYST AND SHALL NOT BE ALLOWED IN CLASSES WHOSE DUTIES ARE PRIMARILY ADMINISTRATIVE IN NATURE.

No employee shall be compensated for standby service unless the Appointing Officer, with the approval of the Chief Administrative Officer, BOARD OR COMMISSION, where applicable, shall have filed with the Civil Service Commission a report of the necessity for such standby service and other conditions pertaining to the employee's availability for emergency callback service, and a report of the names, classification, rates of pay and work and standby schedules of the employees assigned to such standby service and until funds for the compensation for such standby service have been appropriated by the Board of Supervisors.



For purposes of clarification Section IV, paragraph I is recommended to be amended as follows:

I. Pay for 7355 Truck Driver When Assigned to Different Equipment Classifications

(If) WHEN a 7355 Truck Driver is assigned to work on different equipment classifications during any work day or tour of duty, (his) THE pay shall be (computed on the basis of actual) CALCULATED BY MULTIPLYING THE ACTUAL hours worked on the different equipment classifications BY THE APPROPRIATE (times the respective) hourly rates at the proper increment step. "Actual hours worked" is meant to be full hours and any work time more than 1/2 hour will be (considered to be) rounded off to the next full hour for this purpose.

J. Call Back ((Rest Between Shifts)) for Nurses

Every permanent full-time employee in classes 2320 Registered Nurse, 2323 Clinical Nurse Specialist, 2330 Anesthetist, 2340 Operating Room Nurse, and 2830 Public Health Nurse shall have an unbroken rest period of at least twelve (12) hours between shifts, and of at least fifty-five (55) hours between shifts when the nurse is off on the weekend or two (2) consecutive days off, and of at least thirty-one (31) hours between shifts when the nurse is off on a holiday or on a single day off. All hours worked within the above rest periods shall be paid at the rate of time and one-half or in compensatory time at the rate of time and one-half as determined by the 1978-79 Annual Salary Ordinance ((Section 1.3)).

An amendment is recommended with respect to Section IV, paragraph J so that the second paragraph of this section be clarified as follows:

This provision may be waived on the request of the individual nurse and (with) the approval of the appointing officer or appropriate designated representative. A nurse on call back resumes his/her regular work schedule on the day after call back. If his/her regular schedule calls for him/her to come in within eight (8) hours after call back the nurse has the option to not work or work at time and one-half until he/she has twelve consecutive hours rest time.

It is recommended that Section IV, paragraph K be clarified as follows:

K. Weekends Off for Nurses

Every permanent full-time employee in classes 2320 Registered Nurse, 2323 Clinical Nurse Specialist, 2330 Anesthetist, 2340 Operating Room Nurse, and 2830 Public Health Nurse shall receive two weekends off each month. If any such employee is required to work four (4) consecutive weekends, he/she shall receive time and one-half on the fourth AND SUCCEEDING CONSECUTIVE weekends. Individual nurses have the option

to waive this provision with two weeks' notice for a specified period of time with the approval of the appointing officer or appropriate designated representative. Notwithstanding the provisions of Section II of this ordinance, in order to guarantee two weekends off each calendar month, there shall be no restrictions on split days off.

Notwithstanding any other provisions of this ordinance employees in these classifications shall not work more than six consecutive days if days off are split, or eight consecutive days if days off are not split. This provision may be waived upon the written request of the employee with the approval of the Appointing Officer or his designated representative.

L. Call Back Provisions - Automotive Machinists and Related Classes

Any call back for employees in classifications enumerated in Section II. A3 (K) shall be paid at time and one-half.

M. Compensatory Time Off for Automotive Service Worker

Employees in class 7410 Automotive Service Worker shall be granted compensatory time off for time spent outside their regularly assigned work schedule in obtaining a Class I California Drivers License. This provision shall not apply to time spent in preparing for test but shall include all time spent in taking tests, medical examinations and keeping required appointments.

It is recommended that Section IV, paragraph N be amended as follows:

N. Premium Pay for Employees in Class 7346 Painter

Employees shall receive an additional fifty cents (.50) per hour for each hour assigned AND WORKED as taper.

It is recommended that Section IV, paragraph O be amended to read as follows:

O. Medical Examinations

In instances (where) WHEN Stationary Engineers and related classifications are exposed to conditions hazardous to health, medical examinations will be given on an annual basis DURING ON-DUTY TIME.

It is recommended that Section IV, paragraph P be amended to read as follows:

P. Renewal Fees for Certifications

When the City and County of San Francisco or the State requires that Stationary Engineers and related classifications possess a certificate (in the performance of their job duties) AS A CONDITION OF EMPLOYMENT, the city shall reimburse said employee for any fee involved in the issuance or renewal of said certificate. (Drivers license fees are not covered by this provision.) Employees shall suffer no loss in



pay for time spent taking qualifying examinations for said certificate. Drivers licenses are not covered by THE PROVISIONS OF this (provision) SECTION.

- Q. Uniform Allowance for Employees in Unit 9, Ambulance Drivers and Stewards

The city shall provide a uniform allowance for workers in Unit 9 and Ambulance Drivers and Stewards. The total cost to the city of such uniform allowance shall not exceed \$100,000 in fiscal year 1978-79.

Unit 9: Courtroom, Security, and Dentention Personnel

- 8204 Institutional Policeman
- 8207 Building and Grounds Patrolman
- 8208 Park Patrolman
- 8214 Parking Control Officer
- 8215 Traffic Control Officer
- 8217 Station Officer
- 8222 Armored Truck Guard
- 8226 Museum Guard
- 8228 Senior Museum Guard
- 8238 Police Communications Dispatcher
- 8274 Police Cadet
- 8301 Sheriff Property Keeper
- 8303 Sheriff Civil Process Assistant
- 8316 Assistant Counselor
- 9210 Airport Policeman
- 9212 Airfield Safety Officer
- 9901 Policeman Specialist Youth Program

The following amendments to Section V. Overtime Compensation are recommended in the interest of equity and because the staff has determined that they provide conformity with prevailing practices in the public employment sector.

SECTION V. OVERTIME - COMPENSATION

- A. Appointing Officers may require employees to work longer THAN THE NORMAL WORK DAY (than eight (8) hours per day) or longer than the normal work week. Any time worked under proper authorization of the Appointing Officer or his designated representative or any hours suffered to be worked by an employee, exclusive of part-time employees, in excess of the regular or normal work day or week shall be designated as overtime and shall be compensated at one-and-one-half times the base hourly rate which may include the 6 1/4% night differential if applicable, PROVIDED THAT employees working in classifications that are designated in Section II of this ordinance as having a normal work day of less than eight (8) hours or a normal work week of less than forty (40) hours shall not be entitled to overtime compensation for work performed

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in excess of said specified NORMAL hours until THEY (it) exceed(s) eight (8) hours per day or forty (40) hours per week; PROVIDED FURTHER THAT ANY EMPLOYEE REQUIRED TO WORK ON THE SIXTH DAY OF HIS NORMAL 5 DAY WORK WEEK SHALL BE COMPENSATED AT THE OVERTIME RATE. Overtime compensation so earned shall be computed SUBJECT TO ALL THE PROVISIONS AND CONDITIONS SET FORTH HEREIN. (As set forth in the provisions of this section and be subjected to all conditions as set forth in this section.)

The Civil Service Commission shall determine whether work in excess of eight (8) hours a day performed within a sixteen (16) hour period following the end of the last preceding work period shall constitute overtime or shall be deemed to be work scheduled on the next work day.

It is recommended that Section V, paragraph B be amended to read as follows:

- B. Employees occupying Executive, Administrative, or Professional positions designated by a "Z" symbol in the Annual Salary Ordinance shall not be paid for overtime worked but may be granted compensatory time off at the rate of one-and-one-half times for time worked in excess of normal work schedules.

Overtime for classes 2312 Licensed Vocational Nurse, 2320 Registered Nurse, 2330 Nurse Anesthetist, 2340 Operating Room Nurse, 2830 Public Health Nurse, 2323 Clinical Nurse Specialist SHALL BE PAID AT TIME-AND-ONE-HALF, SUBJECT TO THE FOLLOWING:

1. (Overtime shall be paid at the rate of 1 1/2 the employee's normal rate of pay.) Overtime shall be authorized only with the prior approval of the designated management representative.
2. Such OVERTIME (rates) shall be paid in salary unless the individual nurse requests compensatory time in lieu of paid overtime.
3. Requests for compensatory time in lieu of paid overtime must be in writing and must be approved by the Director of Nursing or a designated Management Representative.

C. Recordation of Overtime

All overtime worked which is authorized by the Appointing Officer shall be recorded on separate timerolls.

Compensation for overtime worked as provided in this section shall be paid on an hourly basis. The Civil Service Commission shall establish a schedule of hourly rates and this schedule shall be in accordance with the provisions of Section 8.401 of the charter.

When improved methods of payroll processing are implemented and with the approval of the General Manager, Personnel and the Controller, such overtime may be recorded on the regular timerolls.

D. Painters and Related Classes

Painters ((classes 7346 Painter, 7242 Painter Supervisor I and 7278 Painter Supervisor II)) shall be paid at the rate of time and one-half for hours worked either before or after the starting and concluding times of the regular tour of duty, as indicated in Section II. A. 3. Exceptions: Subparagraph (I).

E. Automotive Machinists and Related Classes

Employees in classes enumerated in Section II.A.3. (K) shall be paid at the rate of time and one-half for work performed on any day other than the employee's scheduled five (5) consecutive days or for all hours worked before or after an established work shift.

F. Stationary Engineers and Related Classes

Employees working in the above classifications shall be permitted, sixteen (16) hours off between the end of his or her regular shift and the beginning of his or her next shift. All hours worked within the hours off designated in this section shall be compensated (for) at the overtime rate of time and one-half (1 1/2).

It is recommended that the following amendments be made to Section VI, paragraph A to read as follows:

SECTION VI. HOLIDAYS AND HOLIDAY PAY

- A. Except as otherwise provided in Section V (B), and except when normal operations require, or in an emergency, employees shall not be required to work on the following days hereby declared to be holidays for such employees:

January 1, February 12 (Lincoln's Birthday), the third Monday in February (Washington's Birthday), the last Monday in May, July 4, first Monday in September (Labor Day), September 9 (Admission Day), the second Monday in October (Columbus Day), November 11, Thanksgiving Day, December 25, (and) any day declared to be a holiday by proclamation of the Mayor after such day has heretofore been declared a holiday by the governor of the State of California or the President of the United States, (an) AND AN additional holiday to be taken on a day selected by the employee subject to approval of the appointing officer. Full-time temporary employees must complete six months continuous service before receiving an additional day. Part-time temporary employees who are employed on an intermittent basis or who work irregular assignments are ineligible for an additional day.

Provided further, if January 1, February 12, July 4, September 9, November 11 or December 25 falls (upon) ON a Sunday, the Monday following is a holiday.

In the event a legal holiday falls on Saturday, the preceding Friday shall be observed as a holiday: provided, however, that except where the Governor declares that such preceding Friday shall be a legal holiday, each department head shall make provision for the staffing of public offices under his jurisdiction on such preceding Friday so that said public offices may serve the public as provided in Section 7.702 of the Charter. Those employees who work on a Friday which is observed as a holiday in lieu of a holiday falling on Saturday shall be allowed a day off in lieu thereof as scheduled by the appointing officer in the current fiscal year.

The San Francisco Unified School District and San Francisco Community College District may, for its own employees and employees regularly assigned from other departments, substitute for the holidays declared above an equal number of different holidays.

Holidays for employees in class 2220 Physician ((assigned to Emergency Hospital Services)) shall be as determined by the Director, (of Public) Health CARE SERVICES with the approval of the Civil Service Commission.

- B. Holiday Compensation for Time Worked

Employees required by their respective appointing officers to work on any of the above specified or substitute holidays, excepting Fridays observed as holidays in lieu of holidays falling on Saturday, shall be paid extra compensation of one additional day's pay at time-and-one-half the usual rate in the amount of 12 hours pay for 8 hours worked or a proportionate amount for less than 8 hours worked.

Executive, Administrative and professional employees designated in the Annual Salary Ordinance with the "Z" symbol shall not receive extra compensation for holiday work but may be granted time off equivalent to the time worked at the rate of one-and-one-half times for work on the holiday.

In order to prevent an inequity effect with respect to holidays for employees on work schedules other than Monday through Friday, it is recommended that Section VI, paragraph C be amended to read as follows:

C. Holidays for Employees on Work Schedules other than Monday thru Friday

Employees assigned to seven-day operation departments or employees working a five-day work week other than Monday through Friday shall be allowed another day off if a holiday falls on one of their (regular) REGULARLY scheduled days off. Employees whose holidays are changed because of shift rotations shall be allowed another day off if a legal holiday falls on one of their days off.

If the provisions of this section deprive an employee of the same number of holidays that an employee receives who works Monday through Friday, he shall be granted additional days off to equal such number of holidays. The designation of such days off shall be by mutual agreement of the employee and the appropriate supervisor with the approval of the appointing officer. Such days off must be taken within the fiscal year (of the date of the holiday). IN NO EVENT SHALL THE PROVISIONS OF THIS SECTION RESULT IN SUCH EMPLOYEE RECEIVING MORE HOLIDAYS THAN AN EMPLOYEE ON A MONDAY THRU FRIDAY WORK SCHEDULE.

For purposes of clarification it is recommended that Section VI, paragraph D be amended to read as follows:

D. Holiday Pay for Employees Laid Off

An employee who is laid off CLOSE OF BUSINESS the day before a holiday who has worked not less than five previous consecutive work days shall be paid for the holiday.

It is recommended that Section VI, paragraph E be amended to read as follows:

E. Employees Not Eligible for Holiday Compensation

Persons employed for holiday work only, or persons employed on an intermittent part-time work schedule (not regularly scheduled), or persons on leave without pay status both immediately preceding and immediately following the legal holiday shall not receive holiday pay.

It is recommended that Section VI, paragraph F be amended to read as follows:

F. Time Off for Voting

In accordance with the State Election Code (;), if an employee does not have sufficient time to vote outside of working hours, the employee may request so much time off as will allow time to vote.

G. Reduced Work Week for Librarians

The City Librarian may authorize employees in classes 3630 Librarian I, 3632 Librarian II and 3634 Librarian III to work less than their normal work week if they volunteer to do so. Employees who do reduce their work week shall continue to be eligible for holiday pay.

In the interest of clarification it is recommended that Section VII, which governs the application of the salary step plan and salary adjustments be amended as follows:

SECTION VII. SALARY STEP PLAN AND SALARY ADJUSTMENTS

A. Appointments to positions in the City and County Service shall be at the entrance rate established for the position except as OTHERWISE provided HEREIN.

1. Promotive Appointment in a higher class

An employee or officer who is a permanent appointee following completion of the probationary period or six months of permanent service, and who is appointed to a position in a higher classification, either permanent or temporary, deemed to be promotive by the Civil Service Commission shall have his salary adjusted to that step in the promotive class as follows:

(A) If the employee is receiving a salary in his present classification equal to or above the entrance step of the promotive class, the employee's salary in the promotive class shall be adjusted to two steps in the compensation schedule over the salary received in the lower class but not above the maximum of the salary range of the promotive classification.

(B) If the employee is receiving a salary in his present classification which is less than the entrance step of the salary range of the promotive classification, the employee shall RECEIVE (have) a salary (adjustment to a) step in the promotive class which is closest to an adjustment of 7 1/2% above the salary received in the class from which promoted. The proper step shall be determined by the bi-weekly compensation schedule and shall not be above the maximum of the salary range of the promotive class.

2. Limited Tenure to Promotive

A limited tenure appointee who accepts appointment to a promotive position from a regular eligible list shall have his salary in the promotive appointment based on his salary in his regular Civil Service next lower rank position from which he gained promotive

eligibility, EXCEPT AS HEREIN PROVIDED.

If the following conditions are met, the salary in the promotive appointment shall be not less than the salary received under limited tenure appointment:

- (A) That the employee was serving under permanent limited tenure appointment for at least six months immediately prior to accepting such regular promotive appointment.
- (B) That the employee received A (the) salary above the entrance rate of the compensation schedule in the permanent limited tenure appointment.
- (C) That if the salary steps in the limited tenure class and the regular promotional class do not match, the employee shall be advanced to the salary step in the compensation schedule nearest that received in the limited tenure appointment.
- (D) Further increments in the compensation schedule in the regular promotive class shall be based (upon) ON the date of permanent appointment to the regular promotional appointment.

It is recommended that Section VII. A. subsection 3 - Nonpromotive Appointment, paragraph A be clarified as follows:

3. Nonpromotive Appointment

- (A) When an employee who is a permanent appointee, occupying a permanent position, following completion of the probationary period or six months of permanent service (and) accepts a nonpromotive appointment in a classification having a higher salary schedule, the appointee shall enter the new position at that salary fixed for such class ((including seniority increments)) in the schedules of compensation which is immediately in excess of the salary which the employee received immediately prior to his appointment to such position.
- (B) When such employee accepts a nonpromotive appointment in a classification having the same salary schedule, or a lower salary schedule, the appointee shall enter the new position at that salary step which is the same as that received in the prior appointment, or if the salary steps do not match, then the salary step which is immediately in excess of that received in the prior appointment, provided that such salary shall not exceed the maximum of the salary schedule. Further increments shall be based upon the seniority increment anniversary date in the prior appointment.

It is recommended that Section VII.A. subsection 4 be clarified as follows:

4. Appointment Above Entrance Rate

Permanent or exempt appointments may be made at any step IN (above the entrance step of) the compensation schedule UNDER (subject to) the following conditions:

1. The Controller certifies that funds are available (and)
2. If (,) in the judgement of the Civil Service Commission (,) upon recommendation of the General Manager of Personnel, the City is experiencing recruiting (and) OR retention problems in specific classifications, or (for) SPECIFIC individuals possess(ing) special qualifications, or other unusual employment circumstances MERIT.
3. UPON THE REQUEST OF AN APPOINTING OFFICER, PERMANENT OR EXEMPT APPOINTMENTS MAY BE MADE AT ANY STEP IN THE COMPENSATION SCHEDULE UPON RECOMMENDATION OF THE GENERAL MANAGER, PERSONNEL AND THE APPROVAL OF THE CIVIL SERVICE COMMISSION UNDER THE FOLLOWING CONDITIONS:
 - A. THE CITY IS EXPERIENCING RECRUITING OR RETENTION PROBLEMS IN SPECIFIC CLASSIFICATIONS.
 - B. SPECIFIC INDIVIDUALS POSSESS SPECIAL QUALIFICATIONS THE USE OF WHICH WILL ENURE TO THE BENEFIT OF THE CITY.
 - C. A FORMER PERMANENT CITY EMPLOYEE, FOLLOWING RESIGNATION WITH SERVICE SATISFACTORY, IS BEING REINSTATED TO A PERMANENT POSITION IN HIS/HER FORMER CLASSIFICATION.
 - D. OTHER UNUSUAL, UNIQUE OR SPECIAL EMPLOYMENT CIRCUMSTANCES.
 - E. THE CONTROLLER CERTIFIES THAT FUNDS ARE AVAILABLE.

In order to refine and clarify the provisions of Section VII. A. subsection 5 it is recommended that it be amended to read as follows:

5. Determination of Pay for Position Formerly Exempt

WHEN (where) a position in the municipal service has been exempt from the Salary Standardization Provisions of the Charter and becomes subject thereto, or (where) WHEN a position becomes subject to THE Salary Standardization Provisions of the Charter (or) THROUGH acquisition of a public utility, THE SALARY OF the employee holding such position shall BE CALCULATED BY INCLUDING CREDIT FOR CONTINUOUS PAID OR NON PAID SERVICE IN THE POSITION IMMEDIATELY PRIOR TO ITS BECOMING SUBJECT TO SALARY STANDARDIZATION (for the purpose of determining the salary or wage to which such employee is entitled under the schedules of compensation, be credited with prior service had in such position immediately prior to such change in the status of the position, provided there was no interruption in the service of the employee at the time of such change in the status of the position).

It is recommended that Section VII. A. be clarified as follows:

6. Appointive Position

An employee who holds an Appointive Position (,) whose services are terminated, through lack of funds or reduction in force, and is there-

upon appointed to another Appointive Position with the same or lesser salary schedule, shall receive a salary in the second position based upon the relationship of the duties and responsibilities and length of prior continuous service as determined by the Civil Service Commission.

It is recommended that Section VII. B. Compensation Adjustments be amended for purposes of clarification and also to provide for equity for employees serving in classes which have been paid a flat rate when such classes are changed to compensation schedules.

B. Compensation Adjustments

1. When an employee (is) promoted to a higher classification during A prior fiscal year (and) receives a lesser salary than if promoted in the same class and from the same salary step during 1978-79 , his salary shall be adjusted on July 1, 1978, to the rate he would have received had he been promoted in 1978-79 .

The Civil Service Commission is hereby authorized to adjust the salary and anniversary increment date of any employee promoted from one class to a higher classification who would receive a lesser salary than an employee promoted at a later date to the same classification from the same SALARY STEP IN THE SAME base class from which the promotional examination was held. (and same salary step in such base class).

2. When a classification that was formerly a next lower rank in a regular Civil Service Promotional Examination receives through Salary Standardization a salary schedule higher than the salary schedule of the classification to which it was formerly promotive, the Civil Service Commission shall authorize a rate of pay to an employee who was promoted from such lower class (,) equivalent to the salary he would have received had he remained in such lower class, provided that such employee must file with the Civil Service Commission an approved request for reinstatement in accordance with the provisions of the Civil Service Commission Rule Governing Reinstatements to the first vacancy in his former classification, and provided further that the increased payment shall be discontinued if the employee waives an offer to promotion from his current classification or (refused) REFUSES an exempt appointment to a higher classification. This provision shall not apply to offers of appointment which would involve a change of residence.

The special rate of pay herein provided shall be discontinued if the employee fails to file and compete in any promotional examination for which he is otherwise qualified, and which has a compensation schedule higher than the protected salary of the employee.

- (3. An employee appointed to a position in the fiscal year 1977-78 at a flat rate whose class effective July 1, 1978, is assigned to a comparable schedule shall be advanced on July 1, 1978, to the next step in the 1978-79 Salary Schedule and shall retain his original anniversary date in the class for future increments).

3. AN EMPLOYEE SERVING A CLASS IN THE FISCAL YEAR 1978-79 AT A FLAT RATE WHICH FLAT RATE IS CHANGED TO A COMPENSATION SCHEDULE NUMBER DURING THE CURRENT FISCAL YEAR SHALL BE PAID ON THE EFFECTIVE DATE OF SUCH CHANGE THE STEP IN THE 1978-79 SALARY SCHEDULE CLOSEST TO, BUT NOT BELOW, THE PRIOR FLAT RATE AND SHALL RETAIN THE ORIGINAL ANNIVERSARY DATE FOR FUTURE INCREMENTS, WHEN APPLICABLE.
- (4. When an employee is promoted under temporary certification to a higher classification during a prior fiscal year, and such temporary certification expires in the current fiscal year at the conclusion of the authorized time of the requisition, and such employee is immediately recertified without a break in service to a position in the same classification, such certification shall be in accordance with the provisions of this ordinance provided that the salary shall not be less than the same step in the salary schedule the employee received in the immediately prior temporary certification).

It is recommended that Section VII. B. paragraph 4 be amended to read as follows:

4. WHEN AN EMPLOYEE IS PROMOTED UNDER TEMPORARY APPOINTMENT TO A HIGHER CLASSIFICATION DURING A PRIOR FISCAL YEAR AND IS CONTINUED IN THE SAME CLASSIFICATION WITHOUT A BREAK IN SERVICE IN THE CURRENT FISCAL YEAR, OR IS APPOINTED TO A PERMANENT POSITION IN THE SAME CLASSIFICATION SUCH APPOINTMENT SHALL BE IN ACCORDANCE WITH THE PROVISIONS OF THIS ORDINANCE, PROVIDED THAT THE SALARY SHALL NOT BE LESS THAN THE SAME STEP IN THE SALARY SCHEDULE THE EMPLOYEE RECEIVED IN THE IMMEDIATELY PRIOR TEMPORARY APPOINTMENT.
5. A temporary employee certified from a regular Civil Service entrance list who has completed six months or more of temporary employment within the immediately preceding one year period before appointment to a permanent position in the same class shall be appointed at the next higher step in the salary schedule and to successive steps upon completion of the six months or one year required service from the date of permanent appointment. These provisions shall not apply to temporary employees who are terminated for unsatisfactory services or resign their temporary position.
6. Permanent employees working under limited tenure appointment in other classifications or temporary appointments from eligible lists in other classifications shall have their salary adjusted in the limited tenure or temporary class when such employees reach their salary anniversary date in their permanent class.

It is recommended that Section VII. C. paragraph 2 be clarified to read as follows:

C. Compensation upon Transfer or Re-employment

1. An employee transferred in accordance with Civil Service Commission Rules from one department to another, but in the same classification, shall transfer at his current salary, and if he is not at the maximum salary for the class, further increments shall be allowed

following the completion of the required service based upon the seniority increment anniversary date in the former department.

2. An employee who has acquired permanent status in a position and who is laid off because of lack of work or funds and is re-employed in the same class after such layoff (,) shall be apid a salary (or wage) which (shall) includeS credit(s) for actual TIME SERVED, (SERVICE), either permanent or temporary, in the (same) class PRIOR TO THE LAY-OFF (and department in which he has holdover status from date of permanent appointment in the class).
3. Employees in class 2910 Social Worker and 2912 Senior Social Worker with continuous uninterrupted service who are laid off because of lack of work or funds and are appointed within 30 days to a permanent position in class 2903 Eligibility Worker shall be paid a salary which shall include credit for the permanent or temporary time in classes 2910 Social Worker or 2912 Senior Social Worker.

SECTION VIII. METHODS OF CALCULATION

- A. Monthly - an employee whose compensation is fixed on a monthly basis shall be paid monthly or biweekly in accordance with state law or other applicable provision. There shall be no compensation for time not worked unless such time off is authorized time off with pay.
- B. Biweekly - an employee whose compensation is fixed on a biweekly basis shall be paid the biweekly salary for (this) HIS position for work performed during the biweekly payroll period. There shall be no compensation for time not worked unless such time off is authorized time off with pay.

It is recommended that Section VII. Methods of Calculation, paragraphs C, D and E be clarified as follows:

- C. Per diem or hourly - an employee whose compensation is fixed on a per diem or hourly basis shall be paid the daily or hourly rate for (eight hours for) work performed during the biweekly payroll period ON A BI-WEEKLY PAY SCHEDULE. There shall be no compensation for time not worked unless such time off is authorized time off with pay.
- D. Weekly - an employee whose compensation is fixed on a weekly basis shall be paid biweekly (for his position) for work performed during the biweekly payroll period. There shall be no compensation for time not worked unless such time off is authorized time off with pay.
- E. Conversion of annual or monthly rates to semimonthly or biweekly rates - when rates of compensation provided on an annual or monthly basis are converted to biweekly rates for payroll purposes and the resulting amount involves a fraction of a cent, the converted biweekly rate shall be adjusted to eliminate such (a) fraction of a cent on the following basis:

1. A fraction of less than one-half (1/2) shall be dropped and the amount reduced to the next full cent.
 2. A fraction of one-half (1/2) or more (,) (the amount) shall be increased to the next full cent.
- F. Daily rates for monthly and biweekly employees - a day's pay shall be determined by dividing the number of work days in a normal work schedule in a monthly payroll period ((including specified holidays)) into the monthly salary established for the position, or the amount of a day's pay shall be 1/10th of the compensation of a normal work schedule in a biweekly period ((including specified holidays)).
- G. Conversion to biweekly rates - rates of compensation established on other than biweekly basis may be converted to biweekly rates by the Controller for payroll purposes.

It is recommended that Section IX. Seniority Increments, subsection A. Entry at the First Step be amended as follows:

SECTION IX. SENIORITY INCREMENTS

A. Entry at the First Step

1. Employees working under permanent appointment in classifications whose salary schedule is 23.3 or less, and who are appointed at the first step, shall advance to the second and each successive step upon completion of six months' service in each step:

1402	Junior Clerk
1422	Junior Clerk Typist
1494	Clerk I
1702	Police Ring-In Operator
1714	Addressing Machine Operator
1902	Clothing Room Attendant
2670	Children's Center Kitchen Helper
3280	Assistant Recreation Director (Part-Time)
3602	Library Page
2. Permanent employees ((other than those included in paragraph 1)) WHOSE SALARY SCHEDULE IS 23.4 OR HIGHER shall advance to the second step upon completion of six months service and to each successive step upon completion of one year required service.
3. Employees of the San Francisco Unified School District and Community College District appointed to school year only permanent positions and whose employment is subject to interruption because of school vacation shall be considered to have completed the first six months of service for increment purposes when the aggregate working time from the date of appointment totals six months. To qualify for this increment, these employees may not be absent on leave without pay during this period for more than one month of the aggregate

working time except as provided in paragraph 1. They shall advance to the third step on the next day following the completion of AN AGGREGATE OF one additional year of service and to each successive step upon completion of required service.

B. Entry at Other than the First Step

Employees who enter a classification at a rate of pay at other than the first step (,) shall advance one step upon completion of the one year required service. Further increments shall accrue following completion of the required service at this step and at each successive step. School term only employees of the San Francisco Unified School District or Community College District appointed at a rate of pay in excess of the first step shall advance to the next step in accordance with the provisions of paragraph A (3) of this section.

C. An employee appointed to a position in a classification, the compensation for which was fixed in the fiscal year 1978-79 pursuant to Section 8.400 of the Charter, shall receive in the current fiscal year a compensation within the salary range fixed in this ordinance based upon the employee's service in said classification.

D. Date Increment Due

Increments shall accrue and become due and payable on the next day following completion of required service as a permanent employee in the class, unless otherwise provided herein.

E. Schedule of Salary Increments

The schedule of seniority increments as set forth at the end of Section XII is hereby made a part of the schedules of compensation.

It is recommended that the provisions of Section IX. Seniority Increments, paragraph F. Exceptions be clarified as follows:

F. Exceptions

An employee shall not receive a salary adjustment based upon service as herein provided if he has been absent by reason of suspension or on any type of leave without pay (excluding a military, educational, or industrial accident leave) for more than one-sixth of the required service in the anniversary year, provided that (no) SUCH employee shall (be denied) RECEIVE A salary increment(s) (if) WHEN the aggregate time worked since his previous increment equals or exceeds the service required for the increment, (lost) and SUCH INCREMENT DATE SHALL BE (changing) his NEW anniversary date (,); provided that (absence of an employee) TIME SPENT on approved military leave(,) or (the absence of an employee from his appointive or regular civil service position by reason of holding a promotive or appointive position in the City and County service for the purpose of computing salary adjustments and periods of such absence shall be credited in the same manner as actual service rendered) IN AN APPOINTIVE OR PROMOTIVE POSITION SHALL BE

COUNTED AS ACTUAL SERVICE WHEN CALCULATING SALARY INCREMENT DUE DATES.

If during fiscal year 1978-79 records of service required for advancement in the step increments within a compensation schedule are established and maintained by Electronic Data Processing, then the following shall apply:

An employee certified to permanent appointment or appointed to a permanent position exempt from Civil Service, shall be compensated under such appointment at the beginning step of the compensation schedule plan, unless otherwise specifically provided for in the Salary Standardization Ordinance. Employees under permanent Civil Service appointment shall receive salary adjustments through the steps of the compensation schedule plan by completion of actual paid service in total scheduled hours equivalent to one year or six months, WHICHEVER IS APPLICABLE.

Paid service for this purpose is herein defined as exclusive of any type of overtime but shall include military or educational leave without pay.

Advancement through the increment steps of the compensation schedules shall accrue and become due and payable on the next day following completion of required service as a permanent appointee in the class; provided that the above procedure for advancement to the compensation schedule increment steps is modified as follows:

1. An employee who during that portion of his anniversary year prior to January 1, 1978, is absent without pay for a period less than one-sixth of the time required to earn the next increment(,) will have such absence credited as if it were paid service for the purposes of calculating the date of the increment due during calendar year 1978.
2. An employee who during that portion of his anniversary year prior to January 1, 1978, is absent without pay for a period in excess of one-sixth of the time required to earn the next prior increment(,) will be credited with actual paid service prior to January 1, 1978.

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A number of requests for Amendments to the Administrative Provisions of the Annual Salary Ordinance for 1978-79 have been received from Employee Organizations and City Departments. The Civil Service Commission staff has reviewed these requests and has commented and recommended on each such request.

Request: From the International Brotherhood of Electrical Workers, Local 6 on behalf of employees in class 6248 Electrical Inspector and related classes for a 7 hour work day between 8:00 a.m. and 4:00 p.m.

Comment: The Civil Service Commission will recommend the establishment of a 40 hour work week for all classifications, as this is the prevailing practice.

Request: From the International Brotherhood of Electrical Workers, Local 6 requesting that the city shall supply all transportation, training in estimating, and required code books and technical publications.

Comment: These constitute budgetary matters and are not governed by the provisions of the Salary Standardization Ordinance.

Request: From the International Brotherhood of Electrical Workers, Local 6 that Electrical Inspectors shall receive the highest rate of pay when performing the duties of a higher classification.

Comment: The Civil Service Commission Rules already cover these situations.

Request: From the International Brotherhood of Electrical Workers, Local 6 for hazard pay while working in high crime areas.

Comment: The Civil Service Commission has determined that this is not a prevailing practice.

Request: From the International Brotherhood of Electrical Workers, Local 6 for a fully paid health and welfare plan.

Comment: This matter is outside the jurisdiction of the Salary Standardization Ordinance.

Request: From the International Brotherhood of Electrical Workers, Local 6 on behalf of employees in classes 7345 Electrician, 7364 Power House Operator, 7338 Electrical Line Worker and all related classifications that the city shall supply all tools, that subsistence allotment be increased to \$25.00 per day, that all work crews must be staffed in such a manner as to provide the required safety and for a fully paid health and welfare plan.

Comment: These matters are mainly budgetary and are outside the jurisdiction of the Salary Standardization Ordinance.

Request: From the International Brotherhood of Electrical Workers, Local 6 on behalf of 7345 Electrician, 7364 Power House Operator, 7338 Electrical Line Worker and related classes for a weekly pay period and for an accounting of time worked to the employee on each pay day.

Comment: City employees are paid on a biweekly basis and any request for departure from this practice should be directed to the Controller.

Request: From the International Brotherhood of Electrical Workers, Local 6 for 40 hours per week for the above classifications.

Comment: The Civil Service Commission is recommending the establishment of a 40 hour work week for all classifications.

Request: From the International Brotherhood of Electrical Workers, Local 6 for:

- a) High time pay when working on unguarded structures.

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- b) Hazard pay for electrical workers working in the sewage plants or an equipment that has been removed from raw sewage.
- c) Overtime to be on a voluntary basis with a minimum of 2 hours pay.
- d) Hazard pay for working on energized electrical lines.
- e) Shift differential to be increased to 10% for the second shift and 15% for the third shift.
- f) Increase the overtime rate to double time and provision of meals after 4 hours overtime worked.

Comment: The Civil Service Commission staff has determined that none of the above requested working conditions are prevailing practices and, therefore, cannot recommend their adoption.

Request: From the International Brotherhood of Electrical Workers, Local 6 that all overtime shall be paid within the period that it is earned.

Comment: This request should be directed to the Controller.

Request: From the International Brotherhood of Electrical Workers, Local 6 that employees in class 7345 Electrician and all related classes be paid at the higher rate when performing the duties of a higher classification.

Comment: This matter is treated under the Civil Service Commission Rules.

Request: From the International Brotherhood of Electrical Workers, Local 6 to increase the subsistence allowance to \$25.00 per day on a 7 day basis.

Comment: This matter is outside the jurisdiction of the Salary Standardization Ordinance.

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Request: From the International Brotherhood of Electrical Workers, Local 6 for hazard pay for electrical workers while welding.

Comment: The Civil Service Commission staff has determined that this is not a prevailing practice and, therefore, cannot recommend its adoption.

Request: From the International Brotherhood of Electrical Workers, Local 6 to delete the inclement weather provisions from the Salary Standardization Ordinance (Section II.A.)

Comment: If this language were removed from the Administrative Provisions, it would result in a conflict with certain budgetary limitations imposed by the Board of Supervisors in anticipation of inclement weather conditions.

Request: From the International Brotherhood of Electrical Workers, Local 6 on behalf of employees in class 7379 Electrical Transit Mechanic and related classes for the provision of hazard pay when working on energized electrical equipment.

Comment: The Civil Service Commission staff has determined that this is not a prevailing practice and cannot recommend its approval.

Request: From the International Brotherhood of Electrical Workers, Local 6 to provide identical work weeks, shift differential and all other working conditions for class 7379 Electrical Transit Mechanic as currently provided for employees in classes 7313 Automotive Machinist and 7381 Automotive Mechanic.

Comment: The Civil Service Commission is recommending the establishment of a 40-hour week for all classifications. Currently, most working conditions for class 7379 Electrical Transit Mechanic are similar to those of 7313 Automotive Machinist and 7381 Automotive Mechanic. The later classifications, however, currently enjoy a 10% and 15% differential for second and third shifts worked. The Civil

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Service Commission would recommend the establishment of a uniform 6½% differential for night shift for all classifications were it not for the fact that this would result in a pay reduction for certain classifications.

Request: From Local 38, Plumbers and Pipefitters for amendment to Section II, Work Schedules to exclude from Exceptions to this provision the eventuality of the lack of budgeted funds.

Comment: The appropriation of funds for the wage and salary accounts of the various departments is a budgetary matter and, as such, is outside the jurisdiction of the Civil Service Commission and the Salary Standardization Ordinance. Therefore it is not possible to recommend an amendment to the Salary Standardization Ordinance which would bring about a conflict with budgetary limitations.

Request: From Local 38, Plumbers and Pipefitters for a work week of 35 hours consisting of 5 consecutive days, Monday through Friday with a workday of 7 hours completed within 7½ hours.

Comment: The Civil Service Commission is recommending the establishment of a uniform work week of 40 hours for all employees.

Request: From Local 38, Plumbers and Pipefitters to amend the rate paid for Saturday, Sunday, Holiday or overtime work performed to provide for the rate of time-and-one-half for such work.

Comment: The Civil Service commission staff has not determined that this condition is a prevailing practice.

Request: From Local 38, Plumbers and Pipefitters to provide that overtime pay be included on the regular pay check.

Comment: This request should be directed to the Controller.

Request: From Local 38, Plumbers and Pipefitters to provide that employees in these classes be permitted 17 hours off between the end of their regular shift and the beginning of their next shift and to further provide that any work performed during this period be compensated for at time-and-one-half.

Comment: The Civil Service Commission has not determined that this is a prevailing practice and is recommending the establishment of a 40-hour work week which will have the effect of making impractical the establishment of such a provision.

Request: From Local 38, Plumbers and Pipefitters that qualified journeymen appointed to positions within City service shall receive 100% of the maximum rate to be paid such classifications.

Comment: It is within the authority of the Civil Service Commission to approve the appointment of eligibles who possess qualifications higher than those required by the classification at a rate above the regular entrance rate for particular classifications. In cases of recruiting or retention difficulty or other circumstances, the departments may request the Civil Service Commission for authorization for such appointments above the entrance rate.

Request: From Local 38, Plumbers and Pipefitters for differential of 10% and 15% for second and third shifts work.

Comment: The Civil Service Commission staff has determined that this is not a prevailing practice.

Request: From Local 38, Plumbers and Pipefitters for a premium rate of .75 per hour while welding and a premium of .50 per hour while working with plastic pipes.

Comment: The Civil Service Commission has determined that this is not a prevailing practice and cannot be recommended.

Request: From Local 38, Plumbers and Pipefitters for a premium of .75 per hour when working from trusses, swinging scaffolds, bos'n chair, temporary staging

or unguarded structures at a height of 25 feet or more.

Comment: The Civil Service commission staff has determined that this is not a prevailing practice and cannot be recommended.

Request: From Local 38, Plumbers and Pipefitters for the provision of a dental plan, a life insurance plan, an optical plan and for the liberalization of vacation schedules.

Comment: These matters lie outside of the jurisdiction of the Salary Standardization Ordinance and should be requested of the Board of Supervisors.

Request: From Richard R. Heath, Director of Airports for the establishment of an 8-hour work day, 5 consecutive days per week for employees working as Plumbers, Steamfitters, Carpenters and Electricians so that work schedules may be more effectively fitted to the demand of the Airport Maintenance Program.

Comment: The Civil Service Commission is recommending an 8-hour day, 40-hour week for all classifications.

Request: From Richard R. Heath, Director of Airports for an appropriate salary adjustment for employees in class 7514 General Laborer when working on asphalt in order to provide parity with classes 7502 Asphalt Worker and 7404 Asphalt Finisher.

Comment: It appears that this request may constitute a classification matter and should be brought to the attention of the Civil Service Commission as a request for reclassification of positions.

Request: From Mary Anne McGuire, R.N., Director of Nurses, San Francisco General Hospital for premium pay for critical care nursing assignments and other specialty areas and for 2340 Operating Room Nurse. Also requested are increases in standby pay for classes 2320 Registered Nurse and 2340 Operating Room Nurse

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from 25% to 50% base pay. An unspecified premium is also requested for specialized education such as certification of critical care or pediatric practice.

Comment: Although the current contract of the California Nurses Association provides for a 50% payment for standby duty, the staff has not been able to determine that this is a prevailing practice in public jurisdictions covered by Charter Section 8.407 and, therefore, cannot recommend approval of this request.

Request: From Mary Anne McGuire, R.N., Director of Nurses, San Francisco General Hospital for step increases to higher salary step within range after appointees have demonstrated competency.

Comment: The Civil Service Commission staff has been unable to determine that this is a prevailing practice and, therefore, cannot recommend its approval.

Request: From Mary Anne McGuire, R.N., Director of Nurses, San Francisco General Hospital for more flexibility in work schedules upon consent of employees.

Comment: Since this request is very general in its nature and without specific details, the staff is unable to comment.

Request: From Mary Anne McGuire, Registered Nurse, Director of Nurses, San Francisco General Hospital for shift differential for nursing employees to start at the beginning of the second shift (approximately 2:00 p.m.).

Comment: The Civil Service Commission staff has been unable to determine that this is a prevailing practice.

Request: From Mary Anne McGuire, R.N., Director of Nurses, San Francisco General Hospital for premium pay for charge nurses on evening and night shifts and in certain situations on day shift in the absence of a Head Nurse.

Comment: The Civil Service Commission rules govern the assignment of duties outside of an employee's regular classification.

Request: From Mary Anne McGuire, R.N., Director of Nurses, San Francisco General Hospital for the establishment of alternate part-time rules so that nurses working uneven or intermittent schedules would receive sick and vacation benefits.

Comment: The provision of sick leave and vacation benefits are outside the jurisdiction of the Salary Standardization Ordinance.

Request: From the Municipal Planners Association regarding employees in classifications designated by the "Z" symbol to provide that such employees "shall not be paid for overtime worked but shall be granted compensatory time off on an equitable basis...". (underlining denotes new language)

Comment: The amendment proposed by the Municipal Planners Association would have the effect of making mandatory the granting of compensatory time off for overtime worked. Such a restriction would constitute an adverse effect upon the operations of many City and County departments and, therefore, cannot be recommended for approval.

Request: From the Municipal Planners Association regarding examination practices.

Comment: This subject is not addressed by the Salary Standardization Ordinance and should properly be taken up with the Civil Service Commission as a separate subject.

- Request:** From the Municipal Planners Association regarding the use of employee cars, providing that the city will maintain such cars, conduct safety checks and award additional compensation for the use of employee vehicles.
- Comment:** These items are not subject to the provisions of the Salary Standardization Ordinance.
- Request:** From the Municipal Planners Association for a number of increases in retirement benefits and for changes in practices and policies of the Retirement System.
- Comment:** These matters should be addressed to the Retirement Board since they are outside of the jurisdiction of the Salary Standardization Ordinance.
- Request:** From Local 400, Civil Service Association for an amendment to Section V.C. Overtime Compensation to provide that an employee who works a 6th day, which is also a holiday, be paid 2.25 times the base pay.
- Comment:** The Civil Service Commission has been unable to determine that this constitutes a prevailing practice and cannot recommend its adoption.
- Request:** From the San Francisco Unified School District requesting that employees in classifications designated by the "Z" symbol may receive payment for overtime worked or be awarded compensatory time off for such overtime at the discretion of the Unified School District.
- Comment:** The Civil Service Commission staff cannot recommend the adoption of this requested amendment since such a practice of allowing departmental discretion in the payment for overtime worked as opposed to the granting of compensatory time off would constitute an inequity for employees in the various city departments. Such factors as budgetary constraints, departmental workload and other considerations vary from department to department and the allowance of such departmental discretion would work to the advantage of certain employees and to the disadvantage of certain other employees.
- Request:** From the San Francisco Unified School District request for the clarification of Section IX. Seniority Increments, F. Exceptions. To provide a more exact definition of "one-sixth of the required service in the anniversary year" by substituting "44 days", the approximate equivalent of one-sixth of 260 working days.

Comment: Since there are various formulas used for the computation of the number of working days within any given 12 month period, and since the current language in this provision has lent itself to ease of computation, staff cannot recommend change.

Request: From the San Francisco Community College District for amendment to Section VI. Holidays and Holiday Pay, paragraph A. with specific reference to the manner in which the "Floating Holiday" may be taken by adding the following conditions to the section:

"Employees must have worked at least six continuous months within the last calendar or fiscal year to qualify for the addition holiday."

Comment: The staff recognizes the validity of this proposed amendment and has incorporated into its recommendation a change which has the same basic effect.

Request: From the San Francisco Community College District to amend Section VI. Holidays and Holiday Pay, paragraph E. to provide that employees on intermittent part-time work schedules which are less than 5 days per week or for holiday work only would be excluded from receiving holiday pay.

Comment: This recommendation by the Community College District has been incorporated into the staff's recommended amendments to the Administrative provisions.

Request: From the Public Utilities Commission, Water Department to provide for underwater diving pay for employees engaged in the inspection of the subsurface portion of dams, valves, pipes or other structures.

Comment: Currently Section IV. Additional Compensation, paragraph E provides for a \$10.00 per hour premium for underwater diving performed by Port employees. In the interest of equity it is recommended that this paragraph be amended to also include all employees who are so assigned.

Request: From Boyd G. Stephens, M.D., Chief Medical Examiner-Coroner for the provision of a premium for employees in the class of Senior Morgue Attendant employed by the Office of the Chief Medical Examiner-Coroner.

Comment: The Civil Service Commission staff has been unable to determine that such a premium is a prevailing practice in other public jurisdictions.

- Request:** From Mildred Spears, 1464 Medical Clerk Stenographer, Laguna Honda Hospital for the provision of a free health plan, dental plan, insurance policy and a more adequate optical plan.
- Comment:** These matters are outside the jurisdiction of the Salary Standardization Ordinance.
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- Request:** From John A. Guay, Associate Executive Director, Engineers and Scientists of California submitted on behalf of employees of the Assessor's Office requesting an increase in parking fund, establishment of a \$200 a month automobile allowance, increase in vacation benefits, provision of disability insurance, establishment of educational reimbursement fund, establishment of an equipment reimbursement fund, increase in the annual sick leave allowance, changes in examination procedures with respect to oral interviews, changes in the medical plan for employees, binding arbitration in the grievance procedure, and the establishment of a safety committee for the Assessor's Office.
- Comment:** These requests are outside the jurisdiction of the Salary Standardization Ordinance.
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- Request:** From John A. Guay, Associate Executive Director, Engineers and Scientists of California for the provision of one additional Floating Holiday.
- Comment:** The Civil Service Commission staff has been unable to determine that this is a prevailing practice and cannot recommend its adoption.
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- Request:** From John A. Guay, Associate Executive Director, Engineers and Scientists, for the institution of "flex time" on a trial 90 day period.
- Comment:** This practice is not now prohibited under the provisions of the Salary Standardization Ordinance.
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- Request:** From John A. Guay, Associate Executive Director, Engineers and Scientists, request for the provision of compensatory time to be paid at the rate of one and one-half times for each hour worked.
- Comment:** This request is not clearly stated. Currently, the Salary Standardization Ordinance provides for the payment of overtime at one-and-one-half times the regular rate or, in the case of employees in classes designated by the "Z" symbol the granting of compensatory time off at a rate of one-and-one-half times the hours worked.

